**Annexure I**

**Functional Requirements**

**1. Introduction & Overview**

This document outlines the functional requirements for the development of the **CLIENT BASED HUMANITARIAN DATA COLLECTION**, a digital solution to manage service delivery, referrals, commodity distribution, and coordination for mobile service units operating in offline-first, humanitarian settings.

**1.2. Project Scope**
The solution will consist of:

* A **Mobile Application** both for Android and iOS for offline/online data capture in the field, report viewing.
* A **Web Application** for data entry, administration, monitoring, and reporting.
* App will be capable of data uploading through csv or excel files

**1.3. Key Constraints**

* **Offline-First Design:** The mobile app must function with limited internet/without internet.
* **Multi-Dimensional Data:** The system must categorize all data by **Project, Location, and Service Delivery Point (SDP)**.
* **Security:** Must comply with humanitarian data protection principles.

**2. Core Functional Requirements**

**2.1. Client Services Management**
The system shall allow for the creation of a unique client record. The system shall allow a user to log multiple service encounters against a client record. All data shall be tagged with the relevant **Project, Location, and SDP** from pre-loaded lists sync'd from the server.

**2.2. Referral Management (EmONC, GBV, HIV, etc.)**
The system shall allow the creation of a referral from within a client service record. The system shall capture referral destination details: Receiving Facility.

**2.3. Commodities Distribution**
The system shall allow recording of distributions at both the **client-level** (e.g., Commodities and RH kits given to a specific patient). The system shall record: Quantity Distributed, Distribution Point (linked to SDP), Recipient Details

**2.4. Coordination Meetings**
The system shall allow users to log details of coordination meetings attended. The meeting form shall capture: Project, Date, Location, Meeting Title, Coordinating Body (e.g., Government Ministry).

**2.5. Community Awareness Sessions**
The system shall allow users to log conducted awareness sessions. The session form shall capture: Project, Location, SDP, Date, Session Topic (from a list: e.g., Immunization, GBV Awareness etc.). The form shall capture the primary audience (e.g., Women, Men, Children, Community Leaders), number of attendees (disaggregated by Male/Female/Other), and key messages delivered.

**2.6. Multi-Project, Multi-Location, Multi-SDP Framework**
The system shall have a hierarchical structure: **Project > Location > Service Delivery Point (SDP/Mobile Clinic)**. All data records (Client, Referral, Commodity, Meeting, Session) must be tagged with the respective Project, Location, and SDP. **Admin users** shall be able to create, edit, and deactivate Projects, Locations, and SDPs via the web interface.

**2.7. User Management & Access Control**

The system shall have a robust Role-Based Access Control system managed via the Web Application.

Roles shall include, but not be limited to:
• **Facility Incharge:** Can only enter data on mobile app for his/her assigned SDPs.
• **Manager:** Can view all reports and data for their assigned **Projects/Locations** via the web app.
• **Admin:** Full system access to manage users, reference data, and all projects.

**2.8. Data Backup, Security & Synchronization**

The mobile app shall store all data locally in mobile. All data transmitted during synchronization between the mobile app and the central server. The sync process shall be resumable and reliable. Data must not be lost during transfer.

**3. Non-Functional Requirements**

* **Performance:** The mobile application shall be optimized for a wide range of mobile screens and must be fully functional on low-power devices.
* **Usability:** The interface must be simple, intuitive.
* **Reliability:** The system must have high uptime. The mobile app must not crash during data entry.