



الاتحاد الفلسطيني للهيئات المحلية
Association of Palestinian Local Authorities

This Project is Funded by



EUROPEAN UNION

REQUEST FOR PRICE QUOTATION (RFPQ)

Establishment of the “Palestinian SDG’s Web Platform”

REFERENCE CODE: APLA/EU-MAAP/2022-12

Issue Date: 23rd June 2022.

1. CONTACT PERSON AT APLA	
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2. OBJECTIVE OF THE REQUEST
<p>APLA’s background:</p> <p>The Association of Palestinian Local Authorities (APLA) founded in 1997, APLA is an independent organization mandated to represent and lobby for the collective interests of Local Government Units (LGUs) by supporting capacity building among local governments, facilitating exchange of knowledge and best practices, and serving as vehicle for dialogue between the central government and LGUs. APLA is a semi-governmental nonprofit association that forms a comprehensive framework, which holds all the Palestinian local authorities and works for and with them, to provide better services for the Palestinian citizen by defending their rights, and representing them on all levels nationally, regionally, and internationally.</p> <p>Project Brief:</p> <p>APLA is implementing the project (APLA’s Multiannual Action Plan - MAAP 2021-2025). This project is largely financed by the European Union, under the financing agreement (FA) ENI/ 2020/ 042-362 “support productive investment in Palestine” which signed between EU and the Palestinian Authority (PA). APLA signed a grant contract with the European Union (EU) on 12 December 2021 with total EU contribution of € 1.9 million to implement the project (APLA’s Multiannual Action Plan (MAAP) 2021-2025. ENI/2021/425-904). This project has been designed to strengthen LGUs collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly in Area C. Specific objectives of MAAP are aligned to APLA’s strategic plan and aims to support the role of APLA as LGUs representative and dialogue partner with the Palestinian Authority, to support the role of the LGUs in the building process of future State of Palestine and to strengthen the institutional and operational capacities of APLA.</p> <p>The Main Objective of The Assignment:</p> <p>To Establish the Palestinian SDGs web platform: including the required showcase website and a data management system (DMS) in order to achieve the following general outputs and targets among many others:</p> <ul style="list-style-type: none">- Maintain local actors’ actions to take measures towards achieving sustainable development goals - SDGs





- Reflect the actions and activities which take place locally and the contributions towards achieving the SDGs as it will be a reference for public visitors to view the public allowed data that must be shared among, and a local web community platform that will manage the local SDGs practices along with their key performance indicators and statistics.
- Identify appropriate indicators including collecting, evaluating, and indicators selection criteria for the sub-goals and intermediate goals of the 17 SDGs that are relevant at the municipal level in Palestine. This should result in the creation of a set of indicators for mapping all SDGs at the municipal level in Palestine and provide information about the LGUs contribution based on an advanced reporting system.

The general requirements, technical specifications and needed services are included in this quotation and can be found in detail in the attached **(Annex 1)**.

In this regard, APLA intends to hire a firm to supply services of **Establishment of the "Palestinian SDG's Platform"**, based on needed requirements, specifications, and attached TORs.

The supplier (firm) should support APLA with proven experience in such fields highlighted in their offer through submitting the company/firm profile with relevant work experience and highlighting similar previous work.

3. INSTRUCTIONS

RECEPTION OF PRICE OFFERS	DATE:	DEADLINE: 3:00 PM, Thursday, 7 th July 2022.
	PLACE:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine.
	DOCUMENTS AND ANNEXES TO BE SUBMITTED: <i>(ORIGINAL TECHNICAL OFFER & THE FINANCIAL OFFER WITH A FINANCIAL BREAKDOWN FROM THE COMPANY/FIRM TO BE SUBMITTED IN ONE SEALED ENVELOPE WITH OTHER REQUESTED DOCUMENTS IN HAND TO APLA'S OFFICE AT THE INDICATED ADDRESS)</i>	1- ANNEX (1): Signed Term of Reference (ToR). 2- ANNEX (2): Financial Offer with a detailed cost breakdown attached 3- Filled & Signed RFPQ (Sign all papers). 4- Company profile highlighting the qualifications and relevant experience and links to similar previous work, and CVs of the team. 5- Valid source of deduction. 6- Proposed methodology and work plan to develop the platform. 7- Bid entry warranty (1000 ER). 8- Bank deposit receipt of a non-refundable fee of (100 USD) (For buying bidding documents)
VALIDITY PERIOD OF THE PRICE OFFER:	30 days after the submission date of the price offer.	





4. TECHNICAL SPECIFICATIONS

Selections and Awarding Criteria

The firm has to submit the followings:

1. Company profile highlighting the qualifications and relevant experience and links to similar previous work
 - Minimum 10 years of practical experience in relevant field.

Awarding criteria

The selection of the firm will be based on both Technical and financial evaluation:

- A. Technical Evaluation 60%
- B. Financial Evaluation 40%

Please, see the evaluation criteria in the attached TOR - (Annex 1)

The firm has to take the following points in to consideration:

1. The financial offer submitted by the company/firm shall include a total cost (Annex 2), and a separate financial offer including cost breakdown, this breakdown shall include at minimum the cost per each following point:
 - a- Design of the platform (showcase website and DMS)
 - b- Development of the platform (showcase and DMS)
 - c- Annual Hosting and domain registration
 - d- Annual technical support with a detailed items included in the ongoing technical support (The company/firm shall provide a financial offer for annual technical support including any further development for the requested functions in the platform).
 - Any further breakdown is up to the company/firm
2. The price offer should be in Euro currency (Euro) and there will be **NO compensation** for any currency exchange price.
3. The prices should be excluding vat (VAT- Exempted).
4. A **zero-vat invoice** will be requested to process the payment.

5. DELIVERY/ PERFORMANCE ADDRESS

ADDRESS:	2 nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine الطابق الثاني - بناية صفد - 10 شارع جبرا الانقر - المصيون - رام الله / فلسطين
CONTACT INFORMATION:	NAME: Lina Abu Obaid.
	FUNCTION: Administrative Assistant.
	TEL: 02-2960712.
	MOBILE PHONE: 0594398424.
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6. PRICE OFFERS SUBMISSION DEADLINE

Deadline of submission bids: 3:00 PM., THURSDAY. 7th July 2022





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7. IDENTIFICATION OF THE FIRM / COMPANY	
Last name, first name (Authorized Signatories)	
Telephone number and Fax number	
Registration number	
E- Mail address	
Account number of Payment PLEASE, attach full Bank Info for EURO Iban Number under the name of Company as stated at the Bank:	





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Firm / Company Declaration:

By submitting this Price Offer, The firm/company declares renouncing his own (sales) conditions and commits to performing this order in accordance with the provisions of the specific requested purchase conditions attached within ToR and for the price offered.

Price quotations will be in EURO, Price quotations are excluding VAT (VAT-Exempted).

In accordance with the specific conditions attached to this document, applicable law for this contract/ assignment is the Palestinian Law.

**Certified true and sincere,
Signature of the Vendor**

Date: / /2022.

FAO

EXECUTIVE DIRECTOR

Diana Jadallah

Abdallah Anati





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Annex 1: TOR

Establishment of the "Palestinian SDG's Web Platform"

Reference Code: APLA/EU-MAAP/2022-12

1. Background

The Association of Palestinian Local Authorities (APLA) founded in 1997, APLA is an independent organization mandated to represent and lobby for the collective interests of Local Government Units (LGUs) by supporting capacity building among local governments, facilitating exchange of knowledge and best practices, and serving as vehicle for dialogue between the central government and LGUs. APLA is a semi-governmental nonprofit association that forms a comprehensive framework, which holds all the Palestinian local authorities and works for and with them, to provide better services for the Palestinian citizen by defending their rights, and representing them on all levels nationally, regionally, and internationally.

APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). This project is largely financed by the European Union, under the financing agreement (FA) ENI/ 2020/ 042-362 "support productive investment in Palestine" which signed between EU and the Palestinian Authority (PA). APLA signed a grant contract with the European Union (EU) on 12 December 2021 with total EU contribution of € 1.9 million to implement the project (APLA's Multiannual Action Plan (MAAP) 2021-2025. ENI/2021/425-904) This project has been designed to strengthen LGUs collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly in Area C. Specific objectives of MAAP are aligned to APLA's strategic plan and aims to support the role of APLA as LGUs representative and dialogue partner with the Palestinian Authority, to support the role of the LGUs in the building process of future State of Palestine.

2. Objective of the assignment:

The assignment aims basically to purchase the following supplies and related services' items:

1. **Design, Development, hosting, and technical support of the Palestinian SDGs web platform**

3. General Requirements and Technical Specifications:

Please: See the detailed TORs in the (Annex 1) attached to this RFPQ.

4. Scope of Services:

To proceed with the process of mentioned mission, APLA invites you to submit your offer in EURO currency for implementing below tasks:

Tasks	Description
Task One: Inception phase (road map) for the design of the Palestinian SDGs web platform	Desk review, Development updated version of workplan, Design of the platform: (Initiation of the first design of the Palestinian SDGs web platform, showcase website design and data management system DMS , final work plan, system architecture, milestones, revisions, modifications up to the final approval by APLA based on required specifications and the attached TOR)





<p>Task Two: Development of the Palestinian SDGs web platform (Showcase and DMS) first version</p>	<p>Development of the Palestinian SDGs web platform based on required specifications and the attached TORs and specifications. APLA will test the developed platform, provide the company/firm with the feedback for adjustments and development up to reach the final working system as requested in TORs.</p>
<p>Task Three: Functional DMS as a web platform for all stakeholders and putting the platform into work and process (System Launching)</p>	<ul style="list-style-type: none"> - Putting the final and modified version of the Palestinian SDGs web platform in work, experienced, and activated. - Development of the platform online and final testing. - Uploading the content of the platform. - Final deployment and launching the platform.
<p>Task Four: Annual Technical Support to the Palestinian SDGs web platform</p>	<p>Annual technical support, updates, problem solving, capacity building sessions to relevant staff, appropriate use of the system, providing with a user manual, in addition to:</p> <ul style="list-style-type: none"> • Monitor and maintain website system, software, and networks. • Fixing system and troubleshoot problems. • Providing intermediate support by using remote desktop connections. • Improving site navigation and required support to manage the web platform annually. • Development of new features/modules based on any new requirement.

5. Deliverables

Task	Deliverables	Due Date
Task One	<p>Deliverables #1: Approved methodology and work plan for the Design of the Palestinian SDGs web platform</p>	1 Month from the Purchase Order or signed agreement date
Task Two	<p>Deliverable #2: First Version of the Palestinian SDGs web platform (tested and approved)</p>	4 Months
Task Three	<p>Deliverable #3: Fully operation and launched showcase and DMS as a web platform and working of the Palestinian SDGs web platform.</p>	1 Month
Task Four	<p>Deliverable #4: Annual Technical Support to the Palestinian SDGs web platform</p>	Annually from the date of completion of the assignment (putting the platform into work)





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6. Payments:

The company/firm will be remunerated upon the approved steps and deliverables in the following manor:

No. of Payment	Target	Percent of total assignment cost (Excluding annual tech. support cost)
Payment 1	Inception, work plan and Platform Design approved	30 %
Payment 2	Platform final Development and online deployment	50 %
Payment 3	Final approval on the platform and Functional DMS as a web platform for all stakeholders and putting the platform into work and process	20 %
Payment 4	Annual Technical Support cost (on yearly basis)	Fixed amount (Annually)

7. Other Terms / Conditions (Please, Read Carefully)

- The firm / company will be remunerated depending on the delivery of all specified deliverables and due to payments schedule as referred to in sec. 6.
- The offer must include a **(bid entry warranty)** (كفالة دخول عطاء) with an amount of (1000 EURO) through a bank warranty or a certified bank check in the name of (الاتحاد الفلسطيني للهيئات المحلية). The warranty must be valid for (90 days) from the last day of bids submission. Any bid that not including this warranty is considered not illegible and will be rejected.
- The winning firm/company must submit a **(performance warranty)** (كفالة حسن تنفيذ) with an amount (not less than 10% of the total signed contract price) through a bank warranty in the name of (الاتحاد الفلسطيني للهيئات المحلية) as a condition for signing the contract. The warranty must be valid for a period of 12 months from the date of signing the contract.
- The final remuneration for the firm / company will be following its submitted financial offer concerning each item, all required targets and specifications should be met on time, otherwise APLA will consider the firm / company failed in executing the action.
- The annual technical support will be based on a separate agreement starting after the launching the platform. This separate agreement will be subject to APLA approval and needs.
- There will be **NO** extra compensation for any extra specifications than the demanded ones.
- The firm / company should submit a separate individual price breakdown with all needed details in the sealed offer envelope with the bidding documents.
- The 'outputs' of the assignment will be considered as "deliverables" upon the approval by APLA.
- The firm / company shall ensure close cooperation and coordination with APLA
- Any other costs required in implementing the assignment is the responsibility of the tender winner.
- All submitted papers should be signed and stamped too.
- All prices will be in EURO currency, and there will be **NO compensation** for any currency exchange rate.





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Documents to be submitted (One envelope):

- 1- ANNEX (1): Signed Term of Reference (ToR).
- 2- ANNEX (2): Financial Offer with a detailed cost breakdown
- 3- Filled & Signed RFPQ (Sign all papers).
- 4- Company profile highlining similar previous woks and CVs of the team.
- 5- Valid source of deduction.
- 6- Proposed work plan and methodology to develop the platform.
- 7- Bid entry warranty (1000 EURO)
- 8- Bank deposit receipt of a non-refundable fee of (100 USD) (For buying bidding documents). The offers without the bank deposit receipt will not be considered.





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ANNEX 2: FINANCIAL OFFER

“Please note:

- To fill the unit price, total price, and total in words for each requested item”
- A detailed cost breakdown must be attached to this financial offer by the firm/company through a separate document

Description/ Activity	Unit	Quantity	Unit Price In EURO	Total Price in EURO
1- Palestinian SDGs web platform (Design, hosting, deployment, training, and launching) according to the attached TORs and including all requested specifications and requirements upon the approval of APLA.	SDGs web platform	1		
Total amount in letters for item (1):				
2- Annual Technical Support for the SDGs web platform starting from the date of launching the platform.	One year tech. support	1		
Total amount in letters for item (2):				
GRAND TOTAL (EURO) in Numbers				
GRAND TOTAL (EURO) in Words				

Signature of the Vendor

Date: / /2022.



REQUEST FOR PRICE QUOTATION (RFPQ)

Establishment of the “Palestinian SDG’s Web Platform”

REFERENCE CODE: APLA/EU-MAAP/2022-12

Annex 1: TOR

(Technical specifications, requirements, and outputs)



Palestinian SDGs Web Platform TOR

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1. Introduction:

1.1 Brief information about the project

APLA is implementing the project (APLA's Multiannual Action Plan - MAAP 2021-2025). This project is largely financed by the European Union, under the financing agreement (FA) ENI/ 2020/ 042-362 "support productive investment in Palestine" which signed between EU and the Palestinian Authority (PA). APLA signed a grant contract with the European Union (EU) on 12 December 2021 with total EU contribution of € 1.9 million to implement the project (APLA's Multiannual Action Plan (MAAP) 2021-2025. ENI/2021/425-904). This project has been designed to strengthen LGUs collaborations on service delivery and local participatory development, and improve contributions to territorial integration, particularly in Area C. Specific objectives of MAAP are aligned to APLA's strategic plan and aims to support the role of APLA as LGUs representative and dialogue partner with the Palestinian Authority, to support the role of the LGUs in the building process of future State of Palestine and to strengthen the institutional and operational capacities of APLA.

1.2 The Association of Palestinian Local Authorities (APLA)

APLA was founded in 1997, APLA is an independent organization mandated to represent and lobby for the collective interests of Local Government Units (LGUs) by supporting capacity building among local governments, facilitating exchange of knowledge and best practices, and serving as vehicle for dialogue between the central government and LGUs. APLA is a semi-governmental nonprofit association that forms a comprehensive framework, which holds all the Palestinian local authorities and works for and with them, to provide better services for the Palestinian citizen by defending their rights, and representing them on all levels nationally, regionally, and internationally

Vision:

APLA is an independent, professional, and viable organization that represents and advocates for the interests and priorities of LGUs and provides valuable contribution to the local government sector in Palestine.

Mission:

APLA is the official national umbrella that strives to represent and support the Palestinian LGUs, and advocates for their interests and rights to develop and reach their independence in line with the National Policy Agenda and in accordance with good governance principles.

Objectives:

1. To represent the Local Authorities at the local, Arab and international levels.
2. To promote ties and relationships among the Palestinian local authorities



3. To contribute to the development of the Local Authorities' performance by facilitating the exchange of information and experiences among them.
4. To contribute to the coordination of the Local Authorities' position/attitude toward their relationship with the Central Authority.
5. To assist Local Authorities in fields which contribute in developing its employees' performance, through the appropriate training in advanced administrative and technical areas.
6. To develop its members' foreign relationships, and set APLA and the Local Authorities at the appropriate position among the international organizations.
7. To use all means and instruments of lobbying and advocacy on the central and legislative authorities and services providers to assist and just Local Authorities.

Strategic Objectives:

1. Strengthen the Institutional and Operational Capacities of APLA.
2. Enhance the Capacity of LGUs to Provide Better Services to Citizens.
3. Lobby and advocate for the interests and needs of LGUs, locally and internationally.

APLA's Strategy 2019 - 2022 is aligned with the **Sustainable Development Goals 2030 (SDGs)**, APLA sees the role of LGUs in the achievement of the 2030 Agenda goes far beyond SDG 11 "**make cities and human settlements inclusive, safe, resilient and sustainable**". All of the SDGs have targets that relate in one way or another to the daily work of LGUs in Palestine. Local governments should not be seen as mere implementers of the 2030 Agenda. Local governments should play a key role in policy making, and act as catalysts of change as the level of governance that is best-placed to link the global goals with local communities. APLA strives to support the Localization of SDGs through awareness raising and capacity building at the local level. In addition, APLA on behalf of the LGUs in Palestine reports annually to the UCLG world organization about the progress of the achievement of SDGs at the local level.

Furthermore, APLA, as a sole representative of LGUs in Palestine is actively engaged at the international level, APLA plays active roles at UCLG-MEWA, and sets as a member of Board of Directors of UCLG world organizations. APLA maintains a good and active cooperation and MoUs with similar organizations around the world, like Germany, Netherlands, South Africa, Lithuania, France and other countries. APLA is actively engaged in the international events and activities related to the LG sector, and support and facilitate the active participation of the LGUs in Palestine in such events.

I. The Sustainable Development Agenda 2030 (SDGs)



“Sustainable development meets the needs of the present without compromising the ability of future generations to meet their own needs. Seen as the guiding principle for long-term global development, sustainable development consists of three pillars: economic development, social development and environmental protection”

As a result of a long, participative and bold process of negotiation between different actors and stakeholders, 193 member states of the United Nations established 17 new goals in order to achieve a sustainable development worldwide, during the UN’s seventieth anniversary, from 25-27 September 2015, in New York. These are known as Sustainable Development Goals, or commonly named the SDGs or the Global Goals.

As they are meant to be reached until the year 2030, they are also being referred to as the 2030 Agenda. Never before had world’s local and national leaders, civil society and private sector established and pledged common action and endeavor across such a broad and universal policy

agenda. Together they set a collective path towards global sustainable development, which should benefit everyone in all parts of the world.

The 2030 Agenda is an innovative initiative that brings together many existing agendas. It is grounded in the beliefs and values you may know from the Universal Declaration of Human Rights Agenda, the Millennium Declaration, the Rio Declaration on Environment and Development, and many other international treaties that have been protecting the state of the world as we know it today. They all bring a new paradigm and fundamental notion of Sustainable Development, putting together and in a holistic way the social and economic development, and the respect and attention to the environmental issues.

The SDGs address the great global challenges we are facing nowadays: from the fight against poverty or climate change to education, health, gender equality, peace or sustainable cities. There is no doubt that most of these goals are directly related to the responsibilities of local and regional governments (LRG) and further we will explore in more detail their key role in achieving the 2030 Agenda.

Those universal goals were constructed after an intense participatory process, involving the entire local and regional governments world community, together with developed and developing countries, civil society and private sector. And because of this unique process, it has become the most ambitious challenge ever raised in the international community.

Thanks to the leadership of global local organizations, and through the creation of initiatives such as the Global Taskforce of local and regional government, local and regional governments are being recognized as essential actors to face all these Introduction to the Sustainable Development Goals (SDGs).

The Preamble to the 2030 Agenda for Sustainable Development establishes a set of fundamental principles which reflect the core values shared by the 193 member states. In this sense, the Agenda presents a framework that can be a transformative and catalyst tool to change the development process of a territory and re-orient policy making processes.

II. The principles of the 2030 Agenda:

- **Based on experience:** the SDGs are built on the experience and lessons learned from the MDGs. The new Agenda builds on the Millennium Development Goals and seeks to complete what they did not achieve, particularly in reaching the most vulnerable.
- **Multi-dimensional approach** to sustainable development in the 2030 Agenda is understood as a set of interlinked trajectories of social, economic and environmental evolution.
- **Leave no one behind:** the 2030 Agenda is for all people. The Goals and targets are set for all nations and peoples and for all segments of society. And the ambition is to reach the furthest behind first.



- **Global in nature:** the SDGs address the most pressing global challenges of our time (for example climate change, economic inequalities), which means that they cannot be tackled or solved by any state, territory or city separately.
- **Universal nature:** the 2030 Agenda applies to all the countries in the world regardless of their income levels: developed and developing countries alike.
- **Integral nature:** the 2030 Agenda is all-encompassing and interconnected in all its dimensions and at all levels: between Goals, between countries, and between global, regional and national levels
- **Inclusive:** the 2030 Agenda implicates all levels of government, all stakeholders and all people in an inclusive and collective effort for sustainable development. This underscores the idea of the 2030 Agenda as a global partnership for sustainable development.
- **Measurable:** the 2030 Agenda puts particular emphasis on the need to measure performance and results through a set of 232 indicators in order to evaluate the achievement of the SDGs and draw lessons and recommendations.

III. The Sustainable Development Goals:

Goal 1. End poverty in all its forms everywhere

Goal 2. End hunger, achieve food security and improved nutrition and promote sustainable agriculture

Goal 3. Ensure healthy lives and promote well-being for all at all ages

Goal 4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all

Goal 5. Achieve gender equality and empower all women and girls

Goal 6. Ensure availability and sustainable management of water and sanitation for all

Goal 7. Ensure access to affordable, reliable, sustainable and modern energy for all Sustainable Development Goals

Goal 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all

Goal 9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation

Goal 10. Reduce inequality within and among countries

Goal 11. Make cities and human settlements inclusive, safe, resilient and sustainable

Goal 12. Ensure sustainable consumption and production patterns

Goal 13. Take urgent action to combat climate change and its impacts

Goal 14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development

Goal 15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss

Goal 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

Goal 17. Strengthen the means of implementation and revitalize the Global Partnership for Sustainable Development.

The 17 Sustainable Development Goals and 169 targets which we are announcing today demonstrate the scale and ambition of this new universal Agenda. They seek to build on the Millennium Development Goals and complete what they did not achieve. They seek to realize the human rights of all and to achieve gender equality and the empowerment of all women and girls. They are integrated and indivisible and balance the three dimensions of sustainable development: the economic, social and environmental.

The Goals and targets will stimulate action over the next 15 years in areas of critical importance for humanity and the planet.

The Preamble of the Agenda 2030 identifies 5 thematic areas: people, planet, prosperity, peace and partnership – the 5 P's of the SDGs.

People

End poverty and hunger, in all their forms and dimensions, and to ensure that all human beings can fulfill their potential in dignity and equality and in a healthy environment.

Planet

Protect the planet from degradation, including through sustainable consumption and production, sustainably managing its natural resources and taking urgent action on climate change, so that it can support the needs of the present and future generations.

Prosperity

Ensure that all human beings can enjoy prosperous and fulfilling lives and that economic, social and technological progress occurs in harmony with nature.

Peace

Determined to foster peaceful, just and inclusive societies which are free from fear and violence. There can be no sustainable development without peace and no peace without sustainable development.



Partnership

Determined to mobilize the means required to implement this Agenda through a revitalized Global Partnership for Sustainable Development, based on a spirit of strengthened global solidarity, focused in particular on the needs of the poorest and most vulnerable and with the participation of all countries, all stakeholders and all people.

IV. What does localizing the SDGs mean and why does it matter?

Local and regional governments (LRGs) are already implementing the SDGs in their respective territories, (as 65% of the targets are already decentralized to them worldwide) but the work is not over. When we talk about localizing, we are referring to the comprehensive process of adapting, implementing and monitoring the SDGs at the local level.

Localizing is the process of taking into account subnational contexts in the achievement of the 2030 Agenda, from setting the Goals and targets to determining the means of implementation and using indicators to measure and monitor progress.

Localizing relates both to:

- How local and regional governments can support the achievement of the SDGs at the national level by means of action carried out from the bottom up and
- How the SDGs can provide a framework for local development policy

V. The roadmap for localizing the SDGs has 4 parts:

1. **AWARENESS-RAISING:** getting to know the SDGs at subnational level
2. **ADVOCACY:** including a subnational perspective in national SDG strategies
3. **IMPLEMENTATION:** the SDGs go local!
4. **MONITORING:** evaluating and learning from our experiences

AWARENESS-RAISING: getting to know the SDGs at subnational level

Awareness-raising campaigns should be carried out at both national and subnational levels, mobilizing and building partnerships with different local stakeholders, bringing together all sectors of society, boosting their participation and ensuring that diversity is embraced (drawing knowledge, legitimacy, participation and enhanced effectiveness from local people of all cultures, genders and origins).

As the closest level of government to the people, local and regional governments are well-placed to raise awareness about the importance of the SDGs and their relevance to local communities. Subnational governments bridge the gap between central governments and communities and should play a strong role in fostering the involvement of civil society organizations, the private sector (micro, small and medium enterprises), academia and other community-based

organizations. Locally elected leaders, in particular, have a democratic mandate to lead local development and can be held accountable by citizens if they fail to do so.

Such democratic accountability is a powerful tool to drive the achievement of the SDGs at local level. Awareness-raising activities should aim to increase the engagement of citizens and local communities in order to promote their sense of ownership of the Agenda and their participation in the achievement of the SDGs at local level. But awareness-raising is not only about letting citizens know about the existence of the SDGs. It is also about empowering them to participate in the achievement of the SDGs in their daily lives.

Municipal and regional governments should be supported to recognize the 2030 Agenda as a framework for action, and set up mechanisms that enable citizen participation and institutional accountability.

AWARENESS-RAISING: WHO CAN DO WHAT?

LOCAL AND REGIONAL GOVERNMENTS

- Include the SDGs in their own policy frameworks
- Carry out awareness-raising and communication campaigns
 - Involve both existing and new platforms
 - Reach out to all sectors of society through traditional and social media
 - Harness the power of culture to make the SDGs engaging
 - Include a gender perspective
 - Take advantage of the power of education
 - Nominate SDG ambassadors to maximize impact

LOCAL AND REGIONAL GOVERNMENT ASSOCIATIONS AND NETWORKS

- Carry out national and international campaigns to increase the commitment of local and regional governments to the SDGs
- Nominate champion local and regional governments
- Support local and regional governments in their awareness-raising campaigns

ADVOCACY: including a subnational perspective in national SDG strategies

National associations of local and regional governments have an important task in facilitating the participation of local and regional governments in the development of these national strategies so that they reflect and respond to local circumstances, needs and priorities.

Promoting local ownership of national strategies is vital. If local and regional governments have a sense of ownership of the SDGs and a role in determining their roles and responsibilities, their involvement in implementation will be greater.



All levels of government should work to build a national consensus that places the SDGs at the center of national, regional and local development.

Local and regional governments and their associations should take advantage of the international commitment to localize the 2030 Agenda and call for reforms that give them clear competencies and create enabling environments in which to ensure effective local and regional development.

An enabling environment for the localization of SDGs includes:

- **A legal and political framework** that guarantees democracy and respect for human rights
- **A legislative body and level of decentralization** that recognizes local and regional governments as an autonomous level of government with legal powers, financial autonomy, clearly defined roles and responsibilities and the capacity to defend the voice of citizens before national authorities
- Multi-level governance mechanisms and multi-stakeholder partnerships
- **Recognition of the need to make financial transfers** from the central government to local and regional governments in order to correct imbalances between the tasks assigned to them and their limited resources. Local and regional governments should also have the legal power to set their own taxes, with the aim of effectively implementing their locally defined development pathways and ensuring accountability to local communities
- **Capacity building** of local and regional governments in relation to the SDGs, empowering them to maximize their contributions, even in the face of limited competencies
- **Measures to monitor and assess the performance** of local and regional governments, as well as to support them to improve over time
- **A national urban strategy** that takes the SDGs and the New Urban Agenda adopted at Habitat III into account, along with the financial and technical arrangements and capacities necessary to implement it

ADVOCACY: WHO CAN DO WHAT?

LOCAL AND REGIONAL GOVERNMENTS

- Participate in the definition of national SDG strategies
- Advocate for national strategies to reflect the needs and concerns of local and regional governments and the stakeholders and citizens in their territories
- Gather evidence from different stakeholders to support the advocacy messages of local and regional governments
- Call for an enabling environment at national level based on decentralization and good governance
- Promote multi-level and multi-stakeholder partnerships for better cooperation

LOCAL AND REGIONAL GOVERNMENT ASSOCIATIONS AND NETWORKS

- Channel local priorities in the definition of national strategies and institutional frameworks

- Provide a voice for local and regional governments in national dialogues, calling for an enabling environment for the localization of the SDGs
- Continue advocacy for a voice and representation for local governments in the international arena

IMPLEMENTATION: the SDGs go local!

In parallel to their awareness raising and advocacy work, local and regional governments must prepare to implement the SDGs in their communities.

IMPLEMENTATION: WHO CAN DO WHAT?

LOCAL AND REGIONAL GOVERNMENTS

- Establish priorities relating to the 17 SDGs based on local contexts, needs and resources
 - Identify needs by analyzing existing plans and programs
 - Set priorities through multi-level and multi-stakeholder mechanisms, placing particular emphasis on inter-regional, inter-municipal and municipal-regional cooperation, in order to involve as many actors as possible
- Identify and build on synergies and links with national SDG strategies
- Identify synergies and links within local or regional administrations and adapt existing initiatives and strategies to the SDGs and their targets
- Identify the actions and resources needed to implement priority areas of the SDGs
- Draft an ad-hoc SDG-based plan for their territory or align existing plans with the SDGs
- Set up local institutional arrangements and governance frameworks to support the implementation of the SDGs
- Mobilize local and international human, technical and financial resources. This includes reallocating own resources, setting up partnerships with universities and other stakeholders, looking for alternative finance channels, pooling and upscaling services and developing capacity building programs
- Involve all local stakeholders in implementation to promote ownership

LOCAL AND REGIONAL GOVERNMENT ASSOCIATIONS AND NETWORKS

- Support local and regional governments to improve their human, technical and financial resources
- Promote the exchange of best practices among their members
- Promote decentralized cooperation and effective development cooperation
- Identify policy challenges that impact on the localization of the SDGs and make recommendations for improvement
- Promote the effective and full implementation of commitments to decentralization
- Forge links with key sectoral ministries and the ministry of local government to collaborate on localization

MONITORING: evaluating and learning from our experiences

The SDGs will be monitored and assessed through a system which includes 231 unique indicators. Many of these indicators can be localized by gathering data at territorial level.

MONITORING: WHO CAN DO WHAT?

LOCAL AND REGIONAL GOVERNMENTS

- Collect, monitor and analyze data at subnational level
- **Develop a set** of localized indicators, specific to their territory
- **Participate in the monitoring** and evaluation of the SDGs at national level
- **Promote the participation** of other stakeholders and ensure that the information gathered at local level is used in national SDG monitoring and reporting

LOCAL AND REGIONAL GOVERNMENT ASSOCIATIONS AND NETWORKS

- **Promote the participation** of local and regional governments and other stakeholders in the monitoring and evaluation of the SDGs at national level
- **Support local and regional governments** in data collection, monitoring and assessment at local level

2. Objectives of the platform development

The intended Palestinian SDGs web platform will be serving as a main focal point of reference to all practices that might occur locally, which will reflect the Indicators for Mapping Sustainable Development Goals of the United Nations in Palestinian Municipalities, different stakeholders will be responsible for achieving the local indicators for which they are aligning with local needs; such as: the local LGUs, APLA, Ministry of Local Government and other stakeholders who will be involved in the process of maintaining the sustainable development Goals proposed by United Nations as 2030 Agenda SDGs with the 17 main goals.

Identifying appropriate indicators involves collecting, evaluating and selecting indicators for the sub-goals and intermediate goals of the 17 SDGs that are relevant at the municipal level. This should result in the creation of a set of indicators for mapping all SDGs at the municipal level which is directive (control-focused) and workable (straightforward) in equal measure. Generally, the project uses indicators from existing compilations; only in exceptional cases, i.e. when no suitable indicators for relevant subgoals and intermediate goals have been found in the researched sources, new indicators are proposed.

The platform will reflect the procedures and activities that will take place locally as it will be a reference for public visitors to view the public allowed data that must be shared among, and another internal web community platform that will manage the local SDGs practices along with their Key performance indicators and statistics.

The goal for developing the SDGs web platform is to maintain local actors' actions to take measures towards achieving sustainable development goals.

APLA seeks to contract a consultant / software development company to design and develop a well-integrated Data Management System (DMS) represented in this web platform that will support all parts involved in the process of maintaining the Global & local SDGs to effectively manage and optimize the quality, storage and retrieval of data, whereby elevating both the reach and impact on the Palestinian beneficiaries, and helping create meaningful facts endowed with relevance and purpose, that contribute to the existing programmatic frameworks, knowledge, strategies and advocacy efforts.

In general, use of the indicators should above all help make sustainability management in individual communities as effective as possible with respect to the implementation of Agenda 2030 and/or the SDGs.

So, what will be done through this DMS is the followings:

- Harmonize the existing Monitoring and Evaluation tools to be included into a management system that will monitor the output and outcome- level result reports of all SDGs and specific localized indicators and targets.

- Ensure the highest level of accuracy of reporting, separated by each LGU, including and linking all relevant indicators together (Goal / indicator / LGU Strategic Plan/ SDG 2030 global agenda).
- Duplication as well as double counting to be avoided towards the ultimate fairness and accuracy of targeting;
- Increase efficiency in access and privileges, data analysis, reporting and visualization (i.e. dashboard);
- Scalability and responsiveness to any changes in the context and the operating environment.
- Secure LGUs data from different type of risks and have backup.
- Ownership of the system, its customization and configuration that will ensure and promote data-driven decision-making on micro, mezzo and macro levels.
- APLA to have the rights to use source code and to receive a manual about source code.

Given the complex and dynamic environment in which Global SDGs operate, we recognize that a lasting change does not follow a linear timeline or a single pathway. As multiple stakeholders and influence each other, our local Palestinian interventions adapt to social, economic, structural, environmental, and even to political changes. Each of our interventions seeks to answer the following questions:

WHO are the specific populations (women, girls, men and boys, elderly, persons with disabilities, types of disability, etc.) experiencing change, and who are the other actors facilitating that change (municipalities, partners and other stakeholders)

WHAT changes are those populations experiencing?

HOW and **WHY** are those changes happening and what role does APLA and others play in facilitating these changes? As this is part of Learning, and how to take corrective actions, the Palestinian SDGs platform shall have the function related to tracking indicators and/or targets.

The intended DMS must track the Global movement, National Policy Agenda, APLA Strategic Plan, and international SDGs.

Long-term or ultimate outcomes - Impact: includes sustainable, significant and measurable changes in well-being, materialized in lasting changes on poverty and social injustice conditions of a particular population. Changes at the impact level are influenced by those factors directly addressed by a project or initiative, as well as other factors.

Immediate and intermediate outcomes - Outcome: includes changes on individual behaviours (e.g. individuals putting into practice new knowledge, attitudes or commitments) and changes that are structural or systemic (e.g. policy changes, new practices in service provision), that can be seen in different populations. Outcomes are often a result of what participants do on their own, influenced by the actions of a project or initiative or other factors.

Output: includes the direct results of activities implemented by a project or initiative. Outputs may refer to: a) The results of an implementation, such as the number of citizens have been benefited from these practices, farmers in improved agricultural techniques, etc. b) Capacity building, such as the number of staff trained, water systems built, committees established, etc.; c) Service outputs, such as an increase in the number of program locations; d) Service utilization, such as the number of people fed, or number or patients treated. Outputs are the products a project or initiative generates through the implementation of its activities.

Inputs: Includes the set of resources that are needed by a project or initiative in order to deliver its commitments. These include the human and financial resources, physical facilities, equipment, materials, logistics, in-kind contributions and operational polices that enable services to be delivered.

Impact group(s) are those individuals who will ultimately experience impact or lasting change.

Target group(s) are those individuals whose behaviours or actions will influence the realization of changes for the impact groups.

Participants Reached are individuals in a project / intervention who are directly involved in activities, receiving services, assistance, goods and resources. It may also include those who are not directly involved in activities, but still indirectly connect with the outputs resulting from those activities.

Participants Impacted are those individuals who, as a result of the materialization of the goals of a project or initiative experience lasting change (impact or outcomes).

Quantitative and qualitative indicators

To track both Reach and Impact, Global SDGs includes a set of quantitative and qualitative indicators for impact, outcomes and outputs for each LGU and methods to track them. Indicators are goal specific, while aligned with Global SDGs programmatic goals, and also measure and track Palestinian LGU's contribution to UN global efforts, by including UN's global impact and outcome indicators, together with any other supplementary indicator that is relevant and/or required by the local actors.

Ability to analyse data – Quantitative (Easy data entry and flexible to be tailored to all UN Global 2030s' Agenda requirements).

Evaluation – Experience gained from the testing can be collected and used for further development. In addition, a focus is placed on municipalities which have not yet used the indicator catalog (thus far) in order to take into consideration, the obstacles encountered during the first use of this tool. Initially, the experience and knowledge gained from pilot implementations as well as the working group members is important with respect to this overall evaluation. Moreover, individual expert interviews are planned with stakeholders active in the consultation of municipalities in the area of sustainability work.

3. Palestinian SDGs Web Platform specifications

We are looking for a service provider to design, implement and support a web platform for the Palestinian SDGs.

The expected deliverables are as follows:

- Showcase website.
- Data Management System.

The above deliverables are to be integrated together, with the showcase website providing a unique entry point into both the public content and into the DMS platform, which shall be accessible through a secure sign-in.

Likewise, the DMS platform application must integrate to the extent possible the key elements/content of the showcase website, to ensure complete alignment of branding and content across the website and the internal DMS platform.

Work Package #1: Showcase website

The showcase website of the Palestinian SDGs platform is addressed to the wider public including the aligned Global goals for our local community, the National policy agenda, APLA's strategic Plan, the civil society and interested citizens.

It will aim to:

- Promote the 17 Goals and by extension promote the need to develop and invest in local LGUs for sustainable development solutions
- Implement the branding of the SDGs and make it recognizable by the wider public.
- Expand the awareness of the local community among diverse user groups.
- Provide information and news on ongoing local actions (e.g. via a global map linked to a database containing data on municipalities actions, selected 'progress task bars' showing key statistics on actions, events and news items).
- Allow space for news and information for APLA practices including funding and collaboration.
- opportunities, upcoming events, or requests for inputs to surveys or review processes.
- Allow publication of reports and resources being developed.

The website should be extremely responsive across all types of electronic devices, and accessible to the extent possible to all users, including those experiencing low-bandwidth connections, and those with special needs. It should be agile and able to be easily updated.

It needs to be sophisticated in terms of structure and features. It should be developed using a custom Content Management Software in both languages English & Arabic.

Key features will include but not be limited to:

- Website Structure: Clear structures & folders for data & page storage, Easy to use and friendly scroll-down menu, Traffic optimization, and Cloud Hosting
- Website Structure: must have the following main sections as a minimum (About /Challenges/ Partners / News / Events / Resources/ Municipalities Actions / Contact)
- Website Design: UX-UI Design, Experienced art direction professionals, Attractive site & page layout, Responsive Design.
- Statistics: Full statistics analytics modules.
- Platform compatibility: Windows, Mac, Linux, the website should be accessible through common browsers (Firefox, Chrome, Internet explorer, Microsoft Edge, Safari)
- Support and maintenance: Editorial (back-end) and technical support, quality control for a period of 12 months.

- Security: Design and establish anti-hacker and antivirus plan for the platform.
- Search Engine Optimization (SEO): Title, Metadata, URL rewriting, redirection, creation of Google AdWords campaigns and insertion of conversion tags.

Work Package #2: DMS Web Platform

The DMS will act as a hub for all data that will be collected and related to the sustainable strategies implemented by Palestinian LGUs. It is expected that up to **145 municipalities, 280 village councils** of practice would eventually require access to the platform but it must be designed in a modular fashion to allow progressive expansion.

The platform will aim to:

- Provide a database of registered stakeholder engagement LGUs and provide a possibility for interested parties to contact registered LGUs.
- Provide full profile management to each member, that will show all records related to SDGs and statistical data measurements to SDGs' indicators and targets.
- Provide members / municipalities /village councils and other partners the option to create events, news and engage in discussions (both private and collective) related to the SDGs.
- Help members share tools and approaches to transform knowledge into actionable solutions for sustainable development.
- Allow uploading of annual monitoring and reporting by proponents of endorsed SDG Actions.
- Provide a global birds-eye view through an interactive map of where municipality actions, events and users are located, to facilitate exchange among and across communities of practice.
- Ability for APLA to actively manage and curate the municipalities and groups including launching of surveys, requests for engagement or creating areas for exchange and collaboration between different partners.
- Workflow management process will be the main part of the DMS as different departments or user roles will be responsible to confirm or change process statuses.

- Each municipality will have a significant profile to measure achievements and progress, calculated based on its SDG indicators entries.
- Provide smart reporting system that will give direct illustration for the progress and achievement being done among the different LGUs, it also will be able to provide comparisons and infographic charts according to yearly/ monthly/ daily achievements.
- Smart notification module, to send alerts to participating municipalities in case the system tracks a withdrawal in their achievements compared to the intended target or to previous progress measurements across the years.

4. Platform Structure and general requirements

Below are the main requirements for the two parts of the intended platform, each point must be taken into consideration to the highest level.

- Interactive, animated presentation for 2030 Agenda SDGs cycle.
- No issues with load times. Consider that 40% of users leave a site if it does not load within 3 seconds!
- integrated newsletter management system / News Letter Registration.
- Must be Technology agnostic neutral platform that do compatible with any operating system, DBMS, Browser, Hardware or any control.
- Polls Module
- Platform should have the capability to sending emails to registered mail list.
- Capability to archive progress and track versions with logs.
- Social Media integrated / Two Ways integration.
- Embedding of social Media (Facebook, Instagram, Youtube).
- The Service Provider must conduct full SEO today's best practices in the system; also, keywords defined in the system can have a higher chance to be retrieved in the first results.

I. Design / themes preferences & guidelines

The contractor will be expected to develop the deliverables based on the Global Brand Guidelines and Communications Strategy

- Modern, Unique and creative graphics design, that reflect the latest trends.
- The site structure (design) should be parameterized to allow for any future development and the addition of new features.
- Sections shall be harmonized in terms of design, layout and corporate identity.
- Accessibility tool must be implemented on all website pages.

- Accessible website must benefit everyone, not just those with disabilities; text is more readable, content is better organized, and the design is clean and simple.
- HTML5/CSS3/ JS Front-end technologies.
- Single App application, please advise for the technology that will be used.
- Multilingual (Arabic & English) with the flexibility to add new languages.
- Full Mobile Responsive
- Compatible with all Web Browsers (IE, Firefox, Chrome, Opera, Safari ... etc.)
- Full Dynamic Content / Unlimited Pages.
- Photo Galleries.
- Video Galleries uploader & Youtube.
- Opportunity to be unique and apply interesting interface and design elements.
- Web pages shall comply with W3C standards and be accessible on all major browsers.
- Access to specific parts of the portal shall be restricted using a password.

II. Content Management System (CMS) features

- Must be a robust, high functional and user-friendly Custom developed Content Management System (CMS) that must be running for at least 10 web platforms for local well-known companies or organizations.
- Same CMS must be for the showcase website & for the web platform and APLA will be the super admin and have full control over all parts and users.
- Advance Content Editor, Text Formatting and Spell Checker.
- SEO Optimized / SEO Setup through the CMS (Keywords, Metadata, URLs).
- Dynamic Sitemap.
- Uploaded images optimization (automatic Cropping and Resizing).
- Move and scale image like Facebook profile image selection tool.
- Web Platform CMS developed using PHP MYSQL MVC / Not open Source Platform.
- One login for all language versions.
- The ability for admin to add/modify/delete blocks and modules and pages.
- Support smart HTML editor with tagging features.
- The admin should be able to create different types of pages templates: website standard templates, plain templates, templates per section (news, events, stories, programs, etc.) and advanced templates.
- The ability to create stand-alone pages, not linked to any section of the platform.
- The administrator can manage and build all menus and sub menus in the site.
- Embedding of Google Analytics with information on tracking details and pages and traffic into the platform CMS.
- The ability to manage and manipulate online forms/ applications.
- The ability to send information to predefined email address lists.
- Mailer function (alerts).
- Manage platform users, roles and permissions.

- Media manager, file browser and upload function.
- Possibility to scale the system more easily and customize features.
- Easier system support & maintenance.
- Easier bug fixing.
- No need to rely on templates or other services.
- The functionality choice is not limited since we need to be able to create whatever system functionality we need or want in future.
- Ability to cover specific business needs.
- System, code, and design are our property and completely under our control.
- Optimize system performance.
- The database can be integrated with any third-party systems when needed.
- Generate APIs for all collected data formats.
- APIs integration; APIs provided from different sources could be in different protocols: SOAP, REST, HTML
- Automatic hyperlinking tool, with the possibility to create a knowledge-base through the CMS to serve all platform content automatically.
- The system shall have a search function and user-friendly navigation commands. Furthermore, the web tools developed shall be easy to use and include a customized tracking and tracing tool.
- Ability to generate reports represented by infographic templates, with the ability to define new templates to the system.

III. Members data presentation schemes

To ensure timely and efficient collection, validation, and dissemination of SDG indicators, a data exchange format needs to be agreed upon and used by SDG data providers. This will enable the automation of data exchange while simplifying and improving data validation and dissemination.

Statistical Data and Metadata Exchange (SDMX) is a standard sponsored as it was endorsed by the United Nations Statistical Commission in 2008 as a preferred standard for data exchange, and was approved as an ISO standard (ISO/IS 17369:2013).

A Data Management System (DMS) shall be used for the development of the proposed Portal, allowing publishing, editing and modifying content, as well as maintenance from a central interface.

The system shall allow the databases to be managed by several contributors and administrators (insert new information, validation, edit / delete existing registration information, print options in predefined templates, and reporting).

The Palestinian LGU will be considered as participants, they shall add records to 17 Goals, 169 target, and all the local indicators. Thus, we are talking about big data records just relating to SDGs and must be manipulated to best practices.

IV. Search Criteria

We need a high-quality search functionality all over the platform, whether using free text or filter options. We recommend using Elastic search technology to allow for store, search, and analyze huge volumes of data quickly and in near real-time and give back answers in milliseconds.

V. Authentication & authorization schemes

The system will be managed and accessed by all kinds of users with different roles and permissions, as the super admin will be able to define new roles with new access privileges.

VI. Security / Scalability/ Accessibility measurements

We believe that System security isn't a feature or a benefit – it is a bare necessity, so security is a priority for us from the moment you start writing the first line of code.

- Apply additional secure permissions to the web platform stakeholders;
- Realtime activity logging and log parsing used to watch for intrusions and errors.
- Databases shall be stored redundantly, and nightly backups are kept in a separate, offsite, secure location;
- Security alerts, electronic mailings and site traffic shall be monitored by live data centre.
- A comprehensive suite of protection software conducts various intrusion detection tests to protect against port scanning, SYN flood, IP spoofing, and Denial of Service attacks; and,
- Clients must be notified immediately of any security incident or network outage by email.

VII. Reporting criteria and requirements

We need to track the local implemented SDGs; infographics charts must be represented automatically as data being reported for available SDG entries representing the 232 indicator and other global KPIs when needed.

A dynamic Report builder shall be available, with ability to choose filters and columns, plus ability to export data to either Excel or SPSS format.

The platform must provide a smart reporting system that must give direct illustration for the progress and achievement being done among the different LGUs, it also will be able to provide comparisons and infographic charts according to yearly/ monthly/ daily achievements.

Also, a customized online statistical reporting (tracking and tracing) tool shall be adopted for the web platform management and monitoring:

- Registered users (how many, types of organizations, sector, in which period).
- Page views and prints (which page, how many views, in which period).
- Unique visitors per period.
- Referral sites (from which sites do the visitors arrive at the portal).
- Downloads (how many, which titles, by whom).
- Search queries (how many users searched what - keywords, sector, subject, in which period).
- The usage of tools (how many users, which tools, in which period, average score per checker and question).
- The number of mail alerts sent (topics, to which users, for which sectors).
- The platform sections addressed to national users and to international users.

5. Deliverables

The Consultant(s) will be responsible for the following deliverables:

- A work plan and methodology detailing the activities, time frame and milestones at the beginning of the assignment, to be presented to APLA and Reference Group.
- Present the system architecture, specifications, and design documents to APLA team, prior to starting the development, creation or building phase.
- During the development phase, and upon the agreed-upon milestones, to present the system to APLA and Reference Group.
- Deliver a showcase website for Palestinian SDGs Portal.
- Functional DMS as a web platform for all stakeholders.

On the basis of comments and inputs provided by APLA,

- The Consultant(s) will make revisions, and provide another copy of the system

- The Consultant(s) will provide capacity building sessions to relevant staff, and will be responsive to their questions, ensuring their knowledge and appropriate use of the system, and will provide them with a user manual.
- Provide to APLA the source code (open source code) and a manual about source code (IT-focused).

A final report to include the web platform moderators' guide, and all related source files and documentation at the end of the contract.

6. Ongoing Technical Support, development, and Maintenance

- Provide ongoing technical support to APLA and the needed management and development for the platform on annual basis.
- Provide APLA with an interactive user manual for using CMS, web platform, manual inside the DMS include FAQ's and supported with screenshots. After the training finished, they must update with the manual based on APLA staff questions during the training, staff can export the manual for PDF file too.
- Also include an Admin / Technical manual, related to core of the code and system configurations.
- Check and ensure the database system backup on a regular basis.
- Make sure the plugins / technical tools are up to date, especially in case a framework (programming language / application) is used.
- **Development of new features/modules based on any new requirement.**
- Conduct framework updates.
- Comprehensive suite of protection software conducts various intrusion detection tests to protect against port scanning, syn flood, IP spoofing, and Denial of Service attacks.
- Resolve any urgent problems that may occur in the website and maintain its effective and speedy performance.
- Conduct periodic preventive maintenance once every quarter throughout the Contract period.
- Monitor and maintain website system, software, and networks.
- Fixing system and troubleshoot problems.
- Providing intermediate support by using remote desktop connections.
- Improving site navigation.

7. Platform Hosting & Infrastructure

The web hosting solution to be adopted shall ensure portal security, reliability and scalability.

The backup and restore procedures must be stated clearly.

The Service Provider must specify required hardware and software licenses required to implement, customize or integrate the system with specification for each part of the environment and the needed infrastructure.

The Service Provider must provide an architecture for the platform that will guarantee maximum availability by providing architecture to satisfy this assignment requirements like (load balancing web servers, clustered environment, failover ...) for the front end and back end layers of the platform, with automatic health checks and different notification capabilities for alerts and critical load threshold.

The domain name must be a (.ps) domain. **The hosting server** must be with the following specifications: High Available Cloud Servers (x2): 8 vCPUs, 32 GB RAM, 500 GB SSD Disk, 20 TB Monthly Traffic, Managed Network Firewall, Managed Web Application Firewall (WAF), Disaster Recovery (DR) site, High availability solution (Active/Active). Daily Backup Solution

8. Suggested Action Plan for the platform development

The following provides a guide on the data management system development process expected for this project. A final methodology will be proposed by the selected service provider and presented through a relevant sample of a system to APLA, and to the Reference Group overseeing the development of the data management system for their endorsement.

To the extent possible, this assignment will be carried out in phases in order to cover both, the breadth and depth of the experience:

1. **Review** of the existing Data (Global SDGs, indicators and targets that aligns with our local community), and process of work and the technical and administrative challenges that municipalities face.
2. **Platform Analysis:**
 - Determine and analyse the requirements, and needed, Monitoring and Evaluation tools, indicators and data disaggregation.
 - Determine the requirements based on the Review phase and prepare the Software Requirements Specifications document (SRS).

- Design the product's architecture and prepare the Design Document Specification (DDS).
- Plan the process of the system development and milestone deliverables.
- Conduct a session with relevant CARE staff to inform them of the development plan, and present an indicative methodology to the overall development of the program.
- Confirm the final time schedule.

3. Development phase

- Work in collaboration with relevant APLA staff to include all M&E tools, reporting requirements on the LGU implementation indicators, national, regional and global level.
- Demonstrate a sample DMS for each phase of the system and check if it meets SDG requirements, as to provide a clear direction and visualization of the final product. This may include database design, database keys, relationships, flowcharts, etc.
- Test the system in the development phase before delivering final product.
- Small deliverables shall be delivered to APLA for testing and verification throughout the development stage. Then, modifications, enhancements, adjustments and other changes shall be done following each deliverable testing and before handling the final product

4. Pilot phase

In the Pilot Phase, the assignment team will test the platform with all the tools, disaggregated data over the course of two months.

- Provide a DMS product relevant to SDG's data management, extraction, storage and visualization needs.
- Conduct training with APLA staff on the use and utility of the new platform, including data entry, extraction, management, visualization and storage.
- Provide capacity building of APLA staff on the use of DMS during the Pilot phase.
- The Test should be applied on different technical environments:
 - Operating Systems: Mac OS, Windows, Linux...etc.
 - Working properly different browsers: Google Chrome, FireFox, Safari, IE. Responsive to different screen dimensions.
- APLA team will engage in the Pilot phase process and test the system under the guidance of the Assignment team.
- The assignment team will make adjustments, if needed, following the testing and feedback provided by APLA team (The Assignment team provides forms on which APLA team can provide their feedback) to reach the quality standards defined in the SRS document.

5. **Ongoing technical support** and training for staff for the duration of 1 month. One person (with IT experience) may be additionally trained as the focal point for IT maintenance.
6. **Maintenance Phase:** after the system is launched, there should be a phase for maintenance of the system: some updates, manage the backup, check security bugs and its different from technical support. It should also include the handover process and its requirements (maintenance terms, duration of maintenance, after the duration expired how the maintenance will be costed ...etc.).

The assignment will have a duration for (6) calendar months. A proposed timeline of the activities indicating number of working days shall be submitted as part of the Service Provider's detailed workplan in the proposal submitted by the interested applicants.

9. Proposal Guideline

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work. The workplan must demonstrate the sequence of activities and timeframe to complete each task.

Proposal Content

This RFP seeks a response in the form of a proposal from bidders who will be capable and willing to carry out the scope of work detailed in the previous sections.

The enclosed appendices cover the detailed functional and technical scope of services to be provided by the Bidders. Bidders are also requested to state all conditions on the use of the proposal. We will take reasonable steps to honor these conditions regardless of whether the proposal is accepted or not. The RFP Response Proposal should be structured as follows:

Executive Summary

This section should introduce the entity submitting the proposal.

This section should further contain a summary of the Bidder's proposal written for non-technical personnel. This summary may be included in the covering letter, but should contain:

- overall solution including modules proposed implementation services and methodologies;

- how the CMS is fit to cater to the requirements of APLA in the long run considering the beginning of the core operations; and
- what relevant experience will the Bidder leverage for timely and effective implementation

Company Profile

This section should provide a profile of the Bidder and any partners that form part of the overall proposal. The following should be included:

- evidence that shows that the bidder is the owner and / or an established partner of the software product bidders;
- Portfolio of Experience: provide lists of similar (and commentary) projects, etc., to assess competencies and skills of the applicant
- Certifications and capabilities to demonstrate proven expertise in similar implementation of the software.
- Working team and company capacity.
- C.Vs of the team.

Proposed Solution

This section should contain a detailed description of the proposed software solution(s). The following should also be included:

- an overview of the solution, their brief description and their contribution to the overall solution to achieve APLA objectives, and it should clearly state;
- whether the solution components are compliant with open standards / industry standards.
- that the solution does not have any specific dependency / technology platform limitations / constraints

Technologies & programming language

In the technical offer, the applicant shall specify the programming languages they recommend to use, and clarifying why they chose those languages in matter of (Performance, browser support <<front-end languages>>, running resources required, licenses required to run, time needed for development, community support and publicity). Moreover, applicant shall specify as well the level and methodologies of security they will consider in the development of this DMS.

Reference Customers and Citations

Bidders are requested to provide, ideally, three to four reference web platforms if possible or as the case may be, which can be contacted or visited for a further demonstration of the proposed solution and discussion of the implementation capabilities.



Proposed Approach, Methodology and Project Work Plan

This section should contain the following:

- Proposed timeline by activity / stage should be provided and clearly show the important milestones / deliverables
- Basis for timeline estimates and assumptions
- A detailed project plan (in MS project format) showing all the activities planned
- The plan should clearly mark the involvement of APLA resources required at all stages of the implementation

The project plan should cover all major activities from agreement of the contract to full website handover to APLA. The bidder should also state the responsibility of each activity.

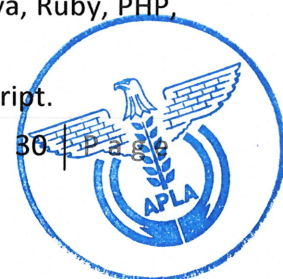
APLA intends to appoint internal resources to undertake a quality assurance and review role on the overall project and the bidder should consider time for detail review and feedback of its documents and other deliverables within the project plan.

Executive Summary, explaining why the applicant is the most suitable for the work demonstrating their knowledge and experience in the fields required for this assignment.

10. Vendors qualifications and experience

The company / team submitting their proposal shall have a proven experience in designing and developing data management systems, software solutions, and a perfect experience in managing similar projects.

- The team leader shall have a specialized university degree in Computer Science, Software Engineering, Computer System Engineering, Information Management Systems, or other areas relevant for the assignment;
- The company / team members shall have the following:
 - A solid and diversified experience in the specific field of expertise needed, including developing data management systems for I/NGOs;
 - Demonstrable experience and contemporary understanding of international development, humanitarian sector and operating context challenges;
 - Excellent quantitative and analytical skills;
 - Excellent communication skills, written and oral;
 - Full working knowledge of Arabic, and of English languages;
 - Experience/ Knowledge in Data Science;
 - Have Experience in programming languages like Python, Java, Ruby, PHP, .Net.
 - Experience with Front end languages HTML, CSS, and Javascript.



- Experience with database technology like Oracle SQL, MySQL.
- The team shall include UI/UX designers and user experience expert.
- The company or majority of its team members shall have at least 8 years of directly related experience in software engineering, systems/ software requirements analysis.

11. Proposals Evaluation Criteria

We are seeking suitably qualified companies that meet the following criteria:

- Demonstrated expertise in creating evocative creative websites and web platforms.
- Excellent skills in developing interactive platforms that are user-friendly, attractive and agile to respond to needs of diverse stakeholder groups.
- Can provide highest standards of quality in brand content, structure and security.
- Able to work in fast-paced work environments.
- Demonstrate experience with NGOs or similar intergovernmental agencies.

The Vendors will be evaluated based on the following:

1. Technical Evaluation (60%), which will be mainly based on the following criteria:

- Company profile highlighting the qualifications and relevant experience and links to similar previous work
- C.Vs and experiences of the company team.
- Proposed methodology and work plan for developing the platform.
- Proposed ongoing hosting and technical support solutions.
- Quality of work and time: based on the Quality of work and experience and how it contributes to the quality of the overall work.

2. Financial Evaluation (40%)

- Evaluation of the price proposals (of all Offerors who passed the technical evaluation) will be based on the weight scoring method as follows:
 - Financial proposals are opened and list of prices is prepared, where the lowest price is ranked as the first one (receiving highest number of points) and the most expensive as the last one (receiving the least number of points).
 - Lowest price is given maximum points (e.g. 40), for other prices the points are assigned based on the following formula: [Amount of points = lowest price/other price * total points obtainable for financial proposal.

