

**Request for Price Quotation (RFPQ)**  
**“Upgrade APLA's Website and SDGs Portal”**  
**Reference Code: APLA/GIZ-2024/RFPQ-06**

Issue Date: 08<sup>th</sup> Sep. 2024

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<b>2. Background</b>
<p>Established in 1997, <b>The Association of Palestinian Local Authorities – APLA</b> is an independent institution that brings together all Local Government Units – LGUs across Palestine. APLA’s core mission is to represent the collective interests of LGUs, enhance their capacities through strategic advocacy and lobbying, and promote the exchange of information and best practices. APLA further serves as a channel of dialogue between the central government and LGUs, advocates for the rights of LGUs, and represents them at national, regional, and international levels, with a view to enabling them to improve the quality of services provided to Palestinian citizens.</p> <p>Through the ‘Local Governance Reform Program’ implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (<b>GIZ-LGRPIII</b>), APLA as a key stakeholder was recently awarded a grant with the aim to support APLA in executing its strategic plan alongside organizational development measures, and in the implementation of the project of ‘<b>Mobilizing of Palestinian Local Government Units (LGUs) Competences in Knowledge Exchange and SDGs Adaptation</b>’. The general objective of the action is to Activate societal potentials for the implementation of the agenda 2030 in local authorities in Palestine. This will be achieved through two key outputs:</p> <ol style="list-style-type: none"><li>1. Mobilizing of local potentials for the implementation of the agenda 2030</li><li>2. Enhance and upscale the (TSU) services in APLA.</li></ol> <p>In our continuous pursuit to leverage technological advancements and improve our digital presence, APLA is dedicated to comprehensively upgrading its websites to modernizing the user interface and enriching the overall user experience, ensuring better accessibility and engagement across our diverse platforms.</p> <p><b>APLA's Website:</b> Serving as the primary digital gateway, APLA's main website functions as the central hub for our broader informational and administrative activities. This platform is being enhanced to provide more intuitive and user-friendly navigation, ensuring that all stakeholders can easily access the resources and information they need.</p>





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**SDGs Portal:** In contrast to the main website, the SDGs portal is a specialized segment specifically designed for initiatives related to the Sustainable Development Goals (SDGs) in Palestinian LGUs. This portal includes a Showcase Website to visually promote the SDGs and a comprehensive Data Management System. These features are tailored to facilitate robust knowledge exchange, enhance monitoring capabilities, and provide interactive tools for global visualization of SDG progress.

These platforms reflect APLA's strategic commitment to harnessing digital solutions that enhance our capacity to support and empower local authorities throughout Palestine, furthering our vision and mission set forth in 2023 – 2027 APLA's Strategic Plan.

### 3. Objective of the RFPQ

#### Main Objective of the Assignment:

The primary aim of this assignment is to upgrade and enhance APLA's Website to improve overall functionality, user experience, and security in order to create a more intuitive and accessible platform that effectively serves APLA's diverse audience, including LGUs, international partners, and the general public. Additionally, the assignment aims to upgrade the SDGs Portal to develop a more dynamic, user-friendly, and effective platform that promotes awareness, understanding, and action on the SDGs within Palestine.

#### Specific Objectives of the Assignment:

##### APLA's Website Upgrade Objectives:

1. Redesign and implement the new version of APLA's website according to specifications to the tasks in attached ToR in Annex1.
2. Improve website security and content management through upgrade system features and integrate new functionalities.
3. Ensure the website meets international web accessibility standards.

##### SDGs Portal Upgrade Objectives:

1. Integrate interactive games and tools that facilitate a deeper understanding of the SDGs.
2. Implement a Robust Members System for LGUs to efficiently update, manage, and track their SDG-related data.

Full requirements and technical specification are in Annex1.





#### 4. Tasks, Deliverables, and Timeframe

Task No.	Task Description	Deliverables	Duration
<b>Task One</b> Analysis and requirements gathering	<ul style="list-style-type: none"> <li>- Meeting with APLA to comprehensively understand the requirements.</li> <li>- Review APLAs' website and the SDGs portal.</li> <li>- Identify upgrades architecture, specifications and other requirements.</li> <li>- Update the workplan.</li> </ul>	Inception Report including updated workplan.	4 weeks
<b>Task Two:</b> Upgrade APLA's main website	<ul style="list-style-type: none"> <li>- Design the Layout of the website.</li> <li>- Design the internal pages and control panel interface.</li> <li>- Development of the different sections of the website.</li> <li>- Development of the CMS.</li> <li>- Testing and gathering feedback.</li> <li>- Updating and Finalization of the website.</li> <li>- Deployment and go live website.</li> </ul>	Updated online website	8 weeks
<b>Task Three:</b> Upgrade APLA's main website	<ul style="list-style-type: none"> <li>- Design the interface of the new features.</li> <li>- Development of the new requirements.</li> <li>- Testing the new features and gathering feedback.</li> <li>- Integrating the new features into the SDGs portal.</li> <li>- Updating the CMS.</li> <li>- Final deployment into the portal.</li> </ul>	Upgraded SDGs portal.	8 weeks
<b>Task Three:</b> Training and Finalization	<ul style="list-style-type: none"> <li>- Train APLA on APLAs' website management.</li> <li>- Train APLA on the management of the new features in the SDGs portal.</li> <li>- Prepare training manual for portals management (APLA and other users).</li> <li>- Provide APLA with open-source code of the website and the SDGs portal.</li> </ul>	Training Manual Source code	4 weeks

**The duration of the assignment is up to 6 months starting from the date of signing the contract.**





## 5. Tender Requirements

### 5.1 Vendor Qualifications

1. The company submitting their proposal shall demonstrate their proven 10 years-experience in designing, building, and developing data management systems, software solutions, and a perfect experience in managing similar projects.
2. The company submitting their proposal shall meet the following criteria:
  - Demonstrated expertise in creating evocative creative websites and web portals.
  - Excellent skills in developing interactive portals 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 Local Government, NGOs, or similar intergovernmental agencies.
3. The company members shall have the following:
  - A team leader having a specialized university degree and practical experience in Computer Science, Software Engineering, Computer System Engineering, Information Management Systems, or other areas relevant for the assignment.
  - 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 local government sector in Palestine;
  - Details of the company's working team as well as the CVs of the proposed team
  - Excellent quantitative and analytical skills;
  - Full working knowledge of Arabic, and of English languages;
  - 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 company.
  - The company team or majority of its team shall have at least 8 years of directly related experience in software engineering, systems/ software requirements analysis.
4. The company / team members shall submit in their offer proposed methodology and draft time/work plan for the assignment.

### 5.2 Selection and Awarding Criteria

The selection of the company will be based on both technical and financial evaluation; evaluation scores will be distributed as follows:

- Technical Evaluation Criteria 60%
- Financial Evaluation 40%

### 5.3 Tender Instructions

#### A. Vendor must submit the following documents:

1. Technical Proposal: Detailed approach and methodology for each portal, along with a proposed timeline of activities outlined in a workplan.





2. Financial Offer: the offer should be submitted by the company/firm separately, it should include a cost breakdown: this breakdown shall include at minimum the cost for each of the following items:
  - Upgrade APLA’s Website.
  - Upgrade SDGs Portal.
3. Company profile highlighting the qualifications and relevant experience and links to similar previous work, and team’s CV’s.
4. The completed RFPQ, including all pages and Annex 1, must be signed and stamped.
5. Valid deduct at source certificate.
6. Bank guarantee, or certified bank check (5% of the total offer).
7. Bank Deposit Slip for RFPQ fees to APLA bank account mentioned below.

**B. Special Tender Conditions:**

1. The offer must be in English language only.
2. The prices should be in EURO excluding vat (VAT- Exempted).
3. Compensation will only cover the outlined tasks. The vendor is responsible for any additional costs incurred.
4. Bank guarantee, or certified bank check (5% of the total offer) valid for 90 days, should be submitted with RFPQ.
5. Tender advertisement fees are the responsibility of the tender winner.
6. The fees of purchasing the RFPQ is (100 \$) / nonrefundable, and should be paid in APLA Bank Account:

Name of the Bank: The National Bank – Al-Masyoun Branch

Account Number: 1006680964

Name: APLA Fees

IBAN (USD): PS83TNBC0000000000001006680964

Bank deposit slip for the tender fees is required to be attached with the RFPQ.

- B. Offer shall be submitted by hand to APLA office, 2nd floor, Safad Bld., 10 Jabra Al Anqar str., Al Masyoun, Ramallah, Palestine, no later than 22 Sep 2024 at 3:00 pm, as stated in the tender document.

**6. IDENTIFICATION OF THE FIRM/COMPANY**

Last name, first name (Authorized Signatories)	
Telephone number	
E- Mail address	





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für Internationale  
Zusammenarbeit (GIZ) GmbH

### Vendor Declaration:

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

Price quotations will be in **EURO**.

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

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

\_\_\_\_\_

Date:     /     /

**Financial and Administrative Manager**

**Reem Jaas**

**Executive Director**

**Abdallah Anati**



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## **ANNEX 1**

### **Terms of Reference (ToR)**

### **Updating and upgrading of APLA's Website and the SDGs Portal**

**Association of Palestinian Local Authorities**

**Reference Code: APLA/GIZ-2024/RFPQ-06**

**September 2024**



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### 1. Introduction:

#### 1.1 About APLA:

**The Association of Palestinian Local Authorities (APLA)** is a semi-governmental Non-Profit 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 has set out its role to link local municipalities with international ones, represent, and defend local authorities by using all means and instruments of lobbying and advocacy on the central and legislative authorities and service provider companies to assist the local authorities and be fair with them. Also, it works on the capacity building of the local authorities through the exchange of information and experiences to assist them in certain special fields that contribute to the development of performance of their employees.

#### **APLA strategic goals and objectives:**

##### **Goal 1: Promote governance and performance at APLA**

Strategic objectives:

- Strategic objective 1: Develop APLA's institutional performance
- Strategic objective 2: Promote APLA's financial sustainability

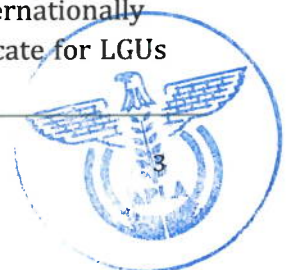
##### **Goal 2: Contribute to enabling LGUs to provide equitable and inclusive services to citizens**

Strategic objectives

- Strategic objective 3: Contribute to improving LGU performance to provide equitable and inclusive services
- Strategic objective 4: Contribute to strengthening LGU financial stability
- Strategic objective 5: Increase citizens' engagement in LGU functions
- Strategic objective 6: Contribute to strengthening the capacities of LGUs in the so-called Area C
- Strategic objective 7: Support preparedness for SDGs localization in LGUs
- Strategic objective 8: Support recovery and reconstruction efforts of LGUs in the Gaza Strip

##### **Goal 3: Represent and defend LGU interests and issues at all national, regional and international levels**

- Strategic objective 9: Take part in developing the policy and legal framework in the local government sector
- Strategic objective 10: Participate in representing Palestine and voicing national priorities at international forums
- Strategic objective 11: Develop partnerships among LGUs, both locally and internationally
- Strategic objective 12: Develop and apply mechanisms to influence and advocate for LGUs issues.



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### 1.2 APLAs' official website: (<https://www.apla.ps/>)

The Association of Palestinian Local Authorities (APLA) leverages its website as a vital tool for communication and advocacy. Serving as the association's primary digital platform, the website centralizes all essential information about APLA's mission, initiatives, and activities. It offers a comprehensive resource hub for members, partners, and the public, facilitating easy access to research papers, reports, and other valuable materials that support knowledge sharing and capacity building in local governance.

In addition to its role in information dissemination, the website is a powerful advocacy tool for APLA. By regularly updating content with news, policy positions, and success stories, the website helps raise awareness about the challenges and achievements of Palestinian local government units. It also promotes events, workshops, and conferences, ensuring broad participation and maximizing the impact of these initiatives, thereby fostering dialogue and collaboration among stakeholders.

Moreover, the website significantly enhances APLA's visibility and credibility on both national and international stages. By showcasing its projects and partnerships, APLA can effectively communicate its contributions to local governance in Palestine, strengthening its role as a key player in this field. This transparency and openness not only build trust with the public but also position APLA as a trusted partner for international collaborations, ultimately supporting the association's mission to advance and protect the interests of Palestinian local authorities.

APLA's website is not just a digital presence; it is a strategic asset that underpins the APLA's efforts to support local governance, advocate for the rights of Palestinian local authorities, and engage with a wide range of stakeholders. Through this platform, APLA can effectively communicate its message, share knowledge, and build stronger connections with its members and partners, ultimately contributing to the development of a more robust and resilient local governance system in Palestine.

### 1.3 SDGs Portal: (<https://www.sdgs.ps/>)

APLA has launched the Palestinian SDG Portal to serve as the main web platform to document LGU contributions to the achievement of SDGs. The portal provides a dynamic and attractive experience to APLA members and partners, encouraging active participation, knowledge sharing, and cooperation for a positive impact on sustainable development efforts in Palestine.

The SDG Portal outlines procedures to be implemented on the local level. In addition to setting a reference point to view progress made by LGUs, it puts in place an electronic system that provides APLA with the tools to manage LGU localization practices based on performance indicators and relevant key statistics. The portal is designed to maintain processes and actions taken by local actors to achieve SDGs and 2030 Agenda. While local indicators are identified, an advanced reporting system is created to collect data on LGU contribution to realizing the 2030 Agenda.

- **Palestinian SDG localization web platform:** This aims at promoting all 17 SDGs and stressing the need for development and investment in LGUs for the achievement of SDGs. It also

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consolidates public and LGU ownership of SDGs, provides information and news about local procedures and contributions to achieving SDGs, and posts news and information on APLA's SDG localization effort and practice.

- **Data management system (DMS):** The DMS serves as a hub of all data on sustainable strategies implemented by LGUs based on key performance indicators and statistics. It encompasses 167 indicators tailored to local needs and involves various stakeholders such as local LGUs, APLA, the Ministry of Local Government, and others committed to implementing the 2030 agenda.

## 2. Objectives upgrading APLA and SDGs portals:

The Association of Palestinian Local Authorities (APLA) is undertaking a comprehensive upgrade of its official website, [apla.ps](http://apla.ps), with the goal of enhancing its digital presence. This upgrade will focus on redesigning the site to feature a modern, user-friendly, and responsive interface while improving its functionality, security, and accessibility, and will involve significant enhancements to the website's structure, content, and design. Additionally, the [SDGs.ps](http://SDGs.ps) portal will be updated to enrich user engagement and educational value by integrating interactive games designed to increase awareness of the Sustainable Development Goals (SDGs), and develop the members' (LGUs) interactive area to enable them to participate in updating their relevant data.

### Main Objectives

1. **Website Upgrade Objectives:** To redesign the [apla.ps](http://apla.ps) website with a modern, responsive interface that improves user experience, functionality, and security, while ensuring compliance with international accessibility standards and seamless integration with existing APLA systems.
2. **SDGs Portal Enhancement Objectives:** To develop and integrate interactive games into the [SDGs.ps](http://SDGs.ps) portal to boost user engagement and provide an educational experience that effectively conveys the principles of the Sustainable Development Goals. And increase the LGUs roles by developing a comprehensive LGUs system in the portal.





### 3. Technical Specifications:

#### 3.1: Upgrading APLA's website:

##### 3.1.1 Background

The Association of Palestinian Local Authorities (APLA) is undertaking a comprehensive upgrade of its official website, [apla.ps](http://apla.ps). This project aims to enhance the website's user experience, security, and functionality while ensuring compliance with international accessibility standards. The upgrade will involve significant improvements to the website's infrastructure, content management system, and user interface.

##### 3.1.2 Objectives

The primary objectives of the website upgrade are as follows:

- **Redesign the website:** Develop a modern, responsive, and user-centered interface that is compatible with various devices and browsers.
- **Enhance functionality:** Improve the website's navigation, search capabilities, and content organization to enhance user experience and accessibility.
- **Ensure accessibility:** Adhere to international accessibility standards (e.g., WCAG) to make the website accessible to users with disabilities.
- **Optimize performance:** Optimize the website's loading speed and performance to enhance user satisfaction and search engine rankings.

##### 3.3.3. Scope of Work

The selected contractor will be responsible for the following tasks:

##### A. Website Audit and Analysis

- **Content Review:** Evaluate the existing website content to identify areas for improvement, reorganization, and migration.
- **Design Evaluation:** Assess the current website design for its usability, accessibility, and visual appeal.
- **Technical Assessment:** Analyze the website's underlying structure, performance, and compatibility with existing systems.
- **User Experience (UX) Analysis:** Identify user pain points and areas for improvement based on data analytics and user feedback.



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## B. Website Sections and Detailed Specifications:

### 1. Homepage:

- **Main Banner:** A prominent, eye-catching banner at the top of the homepage featuring rotating images or messages. This banner should be easily customizable for announcements, events, or campaigns.
- **Dynamic Content Blocks:** Flexible sections to display the latest news, featured projects, upcoming events, and important announcements. These blocks should be easily managed through the content management system (CMS).
- **Quick Links:** Clearly visible links to key sections such as Newsroom, Local Authorities, Resources, and Contact Us.
- **Multilingual Support:** Language options for Arabic, English, and other languages if needed in the future.
- **Call to Action (CTA):** Strategically placed buttons or links encouraging users to take specific actions, such as subscribing to a newsletter, registering for an event, or contacting APLA.
- **Integration with Social Media Platforms:** The website should seamlessly integrate with popular social media platforms.
- **Linkage with Other APLA Platforms:** The website should include dedicated areas or sections that link to other APLA-owned websites and platforms. These links should be prominently displayed and easy to navigate, ensuring users can seamlessly access all APLA-related resources.

### 2. Newsroom

- **News Articles:** A comprehensive section for publishing and archiving news articles, press releases, and updates. Articles should be categorized by topic, date, and relevance.
- **Multimedia Integration:** Support for embedding videos, infographics, and photo galleries within news articles to enhance storytelling and engagement.
- **Advanced Search and Filters:** A powerful search engine with filters by category, date, and keywords to help users find the information they need quickly.
- **Social Media Sharing:** Integration of social media sharing buttons for each article to encourage readers to share content with their networks.

### 3. Events Calendar

- **Interactive Calendar:** A visually appealing calendar with filters for event types (workshops, meetings, conferences) and date ranges to help users find events of interest.
- **Event Details Pages:** Detailed pages for each event, including agendas, speakers, locations, registration forms, and downloadable resources.
- **Past Events Archive:** A searchable archive of past events with summaries, photos, videos, and post-event materials.





#### 4. Local Authorities Directory

- **Searchable Directory:** A comprehensive, searchable directory of Palestinian local authorities with filters for name, region, and category.
- **Authority Profiles:** Detailed profiles for each local authority, including information on governance, services, key contacts, and historical data.
- **Interactive Map:** A dynamic map showing the locations of local authorities with clickable links to their profiles.

#### 5. Resource Library

- **Document Management System:** A well-organized library for APLA's resources, categorized by type (e.g., reports, guidelines, studies) and topic.
- **Advanced Search and Filters:** A powerful search function with filters by document type, date, and keywords to help users find relevant resources.
- **Downloadable Resources:** Secure and trackable download options for users, with analytics on resource usage.
- **Resource Tags and Categories:** Tagging system for documents to enhance searchability and user navigation.

#### 6. Gallery

- **Photo Galleries:** Curated collections of photos from APLA events, activities, and campaigns, categorized for easy browsing.
- **Video Library:** A section for videos, with the ability to embed content from platforms like YouTube, or self-hosted videos.
- **Multimedia Carousel:** A homepage or section feature to showcase featured photos and videos in a rotating carousel.

#### 7. About APLA

- **Mission and Vision Statements:** Clear and concise statements of APLA's mission, vision, and strategic goals.
- **Organizational History:** A timeline or narrative that highlights APLA's founding, growth, and key milestones.
- **Organizational Structure:** Detailed organizational charts or sections displaying the structure, governance, and key personnel of APLA.
- **Contact Information:** A comprehensive contact section, departmental contacts, and a general inquiry form.
- **Reports and Publications:** presentation for APLA's different reports and publications, allowing classifications of these publications into different categories.



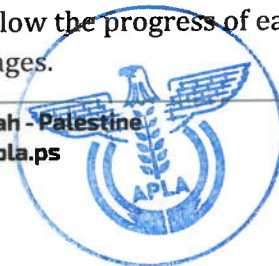


## 8. APLA Strategic Framework Section:

- **Content:**
  - **Strategic Goals:** Present APLA's long-term strategic goals, outlining the primary directions and vision for the organization. Each goal can have its own subpage or expandable section.
  - **Objectives:** Specific, measurable objectives that align with the strategic goals. These can be broken down further into short- and long-term targets.
  - **Programs:** List of programs that are aligned with the strategic goals and objectives, detailing their purpose, scope, and activities.
- **Dynamic Features:**
  - **Progress Measurement:** Progress can be measured through specific indicators linked to each strategic goal and objective. These indicators will provide quantifiable data, allowing users to easily track how each goal is advancing over time through visual tools like progress bars or charts.
  - **Achievements Tracking:** A section to highlight major accomplishments, showcasing successful projects and milestones reached under each program.
- **User Interaction:**
  - The section should allow for dynamic updates by APLA staff, with an easy-to-use content management system (CMS) to input new data, update progress, and add achievements.
  - Progress reports and data can be linked to specific strategic goals, providing users with a clear overview of the organization's advancement.

## 9. Projects

- **Project Overview:** A dedicated section for showcasing APLA's ongoing and completed projects, with summaries, objectives, and impacts.
- **Project Categories:** Projects should be categorized by theme (e.g., infrastructure, capacity building), region, or type (e.g., ongoing, completed).
- **Detailed Project Pages:** Each project should have a detailed page with full descriptions, timelines, outcomes, partners, funding sources, and related media.
- **Project Profiles:** Each project will have a detailed profile page that includes a description, goals, timelines, outcomes, partners, and multimedia content.
- **Progress Indicators:** Visual elements like progress bars or status icons to show the current status of each project.
- **Search and Filters:** Advanced search functionality for users to find projects by keywords, categories, or status.
- **Comprehensive Project Database:** A searchable and filterable database of all APLA projects, categorized by status (e.g., ongoing, completed), theme, and region.
- **Interactive Progress Tracker:** A visual tracker for users to follow the progress of each project, including milestones, updates, and completion percentages.





- **Related Content Integration:** Links to related news articles, resources, and partner information directly from project pages.

#### 10. Partners

- **Partner Directory:** A directory featuring APLA's partners, including NGOs, government agencies, international organizations, and private sector entities.
- **Partner Profiles:** Detailed pages for each partner with information about the partnership, joint initiatives, and contact details.
- **Featured Partners:** A section on the homepage or relevant pages to highlight key partners, with logos and brief descriptions.
- **Links to Partner Websites:** Direct links to partner websites or relevant resources.

#### 11. Contact Us

- **Contact Form:** A user-friendly contact form for general inquiries, with CAPTCHA for spam prevention.
- **Departmental Contacts:** A detailed listing of departmental contact information for specific inquiries.
- **Interactive Map:** An embedded Google Map showing APLA's office location, with clickable directions and contact information.
- **Social Media Links:** Links to APLA's social media profiles, with live feeds where applicable.

#### 12. Careers Section

- **Job Listings:** A dedicated section for current job openings, with detailed job descriptions, requirements, and application procedures.
- **Internship and Volunteer Opportunities:** A separate section for internship and volunteer opportunities, with application forms and detailed descriptions.

#### 13. Newsletter System

- **Subscription Form:** A simple and accessible form for users to subscribe to APLA's newsletter, with fields for name, email address, and preferences for newsletter frequency or topics.
- **Subscription Management:** Options for users to manage their subscription preferences, including updating their email address, choosing content topics, or unsubscribing.
- **Newsletter Archive:** An archive of past newsletters, accessible to users for reference. The archive should be organized by date and topic, with options to search or filter content.
- **Email Campaign Management:** Integration with email marketing tools (e.g., Mailchimp, SendGrid) to manage and automate email campaigns, track open rates, click-through rates, and user engagement.



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- **Template Design:** Professionally designed, responsive email templates that align with the website's design and branding, ensuring compatibility across different email clients and devices.
- **Content Management:** Easy-to-use CMS for creating and managing newsletter content, with features for inserting images, links, and formatted text.
- **Analytics and Reporting:** Detailed analytics to track the performance of newsletter campaigns, including metrics such as open rates, click-through rates, and subscriber growth. Reports should be available in real-time.

### 14. SDG Integration

- **SDG Alignment:** Incorporate content and features that reflect APLA's commitment to the Sustainable Development Goals (SDGs). Ensure that the website highlights APLA's contributions to these goals.
- **SDG Section:** Create a dedicated section outlining APLA's initiatives, projects, and impact related to the SDGs. Include detailed descriptions, success stories, and measurable outcomes.
- **SDG Reporting:** Implement features for tracking and reporting on SDG-related activities, including impact assessments and progress updates.
- **Interactive Features:** Develop interactive elements such as infographics, charts, and maps to visualize APLA's alignment with and progress towards the SDGs.
- **Promotional Content:** Highlight SDG-related content on the homepage and relevant sections to increase visibility and engagement.

### 3.3.4. Technical Requirements:

#### I. Hosting

- **Hosting Requirements:** The new design and functionalities must be compatible with the existing hosting environment. If the new requirements exceed the current hosting capabilities, a detailed migration plan to a new hosting provider must be developed. This plan should include timelines, cost estimates, risk assessments, and contingency plans to minimize downtime and ensure a smooth transition.
- **Server Specifications:** The hosting environment must support the latest versions of PHP/ Laravel, MySQL, and other relevant technologies required for the website's functionality. The server must have adequate resources, including CPU, RAM, and storage, to ensure optimal performance. Additionally, server configurations should support caching mechanisms and content delivery networks (CDN) for faster content delivery.
- **Backup and Recovery:** Implement automated daily backups, with retention policies ensuring data availability for at least 30 days. A disaster recovery plan must be in place,





including off-site storage of backups, to ensure the website can be quickly restored in case of any issues, minimizing data loss and downtime.

- **Scalability:** The hosting solution should be scalable to accommodate future growth, including increased traffic, data storage, and new features. This may involve cloud hosting solutions that allow dynamic resource allocation to meet varying demand levels.

## II. Security

- **SSL/TLS Encryption:** All communications between users and the website must be encrypted using SSL/TLS certificates. Certificates should be automatically renewed and managed to avoid lapses in security.
- **User Authentication:** Implement robust authentication mechanisms, including multi-factor authentication (MFA) for all administrative accounts. Consider integrating single sign-on (SSO) for APLA staff and users, where applicable, to enhance security and streamline access.
- **Data Protection:** The website must comply with relevant data protection regulations such as GDPR and CCPA. Implement data encryption at rest and in transit, and ensure that personal data is stored securely with access limited to authorized personnel only. Include privacy-by-design principles in the website's architecture.
- **Vulnerability Management:** Regular security audits should be scheduled, at least quarterly, to identify and mitigate potential vulnerabilities. Implement a patch management process to ensure timely updates of all software components, including third-party plugins and frameworks.
- **Firewall and Security Monitoring:** Deploy a web application firewall (WAF) to protect against common web threats. Implement continuous security monitoring tools to detect suspicious activities, with alerts and incident response procedures in place to address potential breaches swiftly.
- **Secure Coding Practices:** All code developed for the website must adhere to industry best practices for secure coding. This includes implementing safeguards against common vulnerabilities like SQL injection, cross-site scripting (XSS), cross-site request forgery (CSRF), and others. Regular code reviews and static code analysis should be part of the development process.

## III. Technology

- **Technology Stack:** The website revamp should utilize a modern and robust technology stack. This may include frameworks like Laravel for the backend, and frontend technologies like Vue.js. Ensure compatibility with existing systems and any required integrations.





- **Content Management System (CMS):** The website should be built on a flexible, secure, and easy-to-use Custom CMS. If the current CMS is retained, evaluate its scalability, performance, and security.
- **Responsive Design:** The revamped website must be fully responsive, providing an optimal user experience across a range of devices, including desktops, tablets, and mobile phones. The design should be tested on various screen sizes and browsers to ensure compatibility and accessibility.
- **APIs and Integrations:** Where necessary, the website should support API integrations with third-party services, such as payment gateways, CRM systems, or other APLA services. Ensure that the APIs are secure, well-documented, and scalable.
- **Performance Optimization:** The website must be optimized for fast loading times, with attention to image optimization, code minification, and efficient database queries. Utilize tools like Google PageSpeed Insights or GTmetrix to benchmark performance and make necessary adjustments.
- **SEO and Analytics:** The website must be built with search engine optimization (SEO) best practices in mind, including clean URLs, meta tags, structured data, and mobile-first indexing. Integrate analytics tools like Google Analytics to track user behavior, with custom reports available for APLA to monitor site performance and engagement.

#### IV. Design and Theme Preferences:

- Develop a modern, unique, and creative graphics design aligned with the Global Brand Guidelines and Communications Strategy.
- Ensure the site structure is parameterized for future development and addition of new features.
- Harmonize sections in terms of design, layout, and corporate identity.
- Implement accessibility tools on all website pages to benefit all users.
- Utilize HTML5/CSS3/JS for front-end development.
- Consider Single Page Application (SPA) architecture for enhanced performance.
- Support multilingual content (Arabic & English) with flexibility for additional languages.
- Ensure full mobile responsiveness and compatibility with all web browsers.
- Enable dynamic content management with unlimited pages.
- Incorporate photo galleries, video galleries with uploader & YouTube integration.
- Implement search engine optimization (SEO) best practices for improved visibility.
- Secure web pages compliant with W3C standards and accessible across major browsers.
- Restrict access to specific portal parts using password protection.

#### V. Accessibility Features

- **Compliance with WCAG 2.1 AA Standards:** Ensure the website meets international web accessibility standards.





- **Screen Reader Compatibility:** Provide full support for screen readers, including proper use of alt text, ARIA labels, and keyboard navigation.
- **Keyboard Navigation:** Design the site to be fully navigable using only the keyboard.
- **High Contrast and Text Scaling Options:** Provide options for users to adjust text size, contrast, and color settings for better readability.
- **Accessible Forms:** Ensure all forms are fully accessible, with clear labels, instructions, and error messages.
- **Alternative Content for Media:** Provide transcripts for audio content and descriptions for video content to ensure accessibility for users with hearing or visual impairments.

## VI. Content Management System (CMS) Features:

- Develop a robust, high-functional, and user-friendly custom CMS for content management.
- Use the same CMS for both showcase website and web platform, with APLA having super admin control.
- Provide an advanced content editor, text formatting, and spell checker.
- Optimize content for SEO with dynamic sitemap generation and metadata management.
- Automatically optimize uploaded images (cropping and resizing).
- Utilize PHP MYSQL MVC for web platform CMS development.
- Implement one-login access for all language versions.
- Enable admin to manage and customize blocks, modules, and pages.
- Support smart HTML editor with tagging features.
- Allow creation of different page templates and menu management.
- Embed Google Analytics for tracking and reporting.
- Manage online forms/applications and send alerts via email.
- Facilitate user management, role assignment, and permission control.
- Provide media manager, file browser, and upload functions.
- Ensure scalability, customization, and ease of system support and maintenance.
- Enable integration with third-party systems and generate APIs for data formats.
- Implement search function, user-friendly navigation, and customizable tracking tools.
- Support report generation with infographic templates and customizable reporting options.

## VII. Testing and Quality Assurance

- **Cross-Browser Compatibility:** To ensure a consistent experience across different devices and browsers, the website should be thoroughly tested on major browsers like Chrome, Firefox, Safari, and Edge.



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- **Performance Optimization:** Conduct performance tests to identify and address any bottlenecks that might affect the website's loading speed. Optimize images, scripts, and other resources to ensure the website loads quickly and efficiently.
- **Accessibility Verification:** The website should be tested to ensure it meets WCAG 2.1 AA standards, making it accessible to users with disabilities. This includes using automated tools and manual testing with assistive technologies.
- **Security Assessment:** Conduct security assessments to identify and address potential vulnerabilities. Penetration testing can simulate real-world attacks to ensure the website is protected from threats.
- **User Acceptance Testing (UAT):** Before the final launch, coordinate with APLA staff to test the website's functionality, usability, and content to ensure it meets their expectations and requirements.

### VIII. Training and Documentation

- **Staff Training:** Provide comprehensive training sessions for APLA staff on managing content, using the content management system (CMS), and updating website sections.
- **Technical Documentation:** Develop detailed documentation on the website's architecture, codebase, and maintenance procedures, including troubleshooting guides and user manuals.
- **Post-Launch Support:** Offer ongoing support and maintenance services, including bug fixes, updates, and technical assistance, to ensure the website remains functional and up-to-date.





### 3.2: Upgrading SDGs' Portal:

#### 3.2.1 Background:

The SDGs.ps portal, managed by the Association of Palestinian Local Authorities (APLA), has been instrumental in raising awareness, tracking progress, and fostering collaboration on the Sustainable Development Goals (SDGs) within Palestine. As digital landscapes continue to evolve, there's a need to modernize the portal to cater to the diverse needs of its users.

The goal is to enhance user interaction, streamline data management for LGUs, and integrate advanced features that align with international standards, ensuring the portal remains a powerful tool for promoting and achieving the SDGs in Palestine.

#### 3.2.2 Objectives:

The primary objective of the SDGs portal upgrade is to significantly enhance user engagement and educational outreach through the integration of dynamic, interactive tools designed to facilitate an in-depth understanding of the Sustainable Development Goals (SDGs). This upgrade will transform the portal into a more intuitive, user-friendly platform with an appealing visual design, ensuring that users of all ages and backgrounds can easily navigate and access vital information. The inclusion of interactive games, such as customizable puzzles, memory games, and matching games, will provide an engaging and educational experience, reinforcing users' knowledge of the SDGs through active participation. By improving the overall user experience, the portal will not only raise awareness but also inspire and empower users to take concrete actions in support of the global effort to achieve the SDGs.

In addition to enhancing user engagement, the upgrade aims to empower Local Government Units (LGUs) by introducing a robust members system that allows LGUs to update and manage their SDG-related data and indicators efficiently. This system will streamline data management processes, ensuring accuracy and consistency in reporting, while providing tools for analytics and progress tracking. The members system will support data-driven decision-making, enabling LGUs to monitor their progress towards the SDGs and identify areas for improvement. Integration with social media platforms and other APLA-related websites will further amplify the portal's impact, expanding its reach and making it a central hub for SDG-related information, collaboration, and progress tracking across Palestine. The upgrade will also prioritize future scalability, ensuring the portal can continuously evolve to meet the growing needs of users and stakeholders.

By implementing these enhancements, the SDGs.ps portal will:

- Increase user engagement: Provide a more engaging and interactive experience for users of all ages and backgrounds.
- Improve educational outreach: Reinforce users' knowledge of the SDGs through interactive games and tools.





- Empower LGUs: Streamline data management processes and provide tools for analytics and progress tracking.
- Expand reach: Increase the portal's visibility and impact through social media integration and linkages with other APLA-related websites.
- Ensure future scalability: Adapt to the evolving needs of users and stakeholders.

Overall, the SDGs.ps portal upgrade aims to create a more dynamic, user-friendly, and effective platform for promoting awareness, understanding, and action on the Sustainable Development Goals.

### 3.3.3 Scope of Work

The selected contractor will be responsible for developing the following systems:

#### 3.3.3.1 Dynamic Educational Game System Development

##### I. Objective:

To create a dynamic game system within the SDGs.ps portal that allows administrators to design, create, and publish various types of interactive educational games. This system will support continuous updates and customization, enhancing user engagement and knowledge about the Sustainable Development Goals (SDGs).

##### II. Key Features:

###### 1. Game Creation Interface:

- **User-Friendly Design:** Develop a web-based interface for administrators to create new games easily. The interface should support multiple game types, including memory games, matching games, quizzes, puzzles, and more.
- **Customizable Game Parameters:** Provide options to set difficulty levels, game rules, time limits, and scoring mechanisms for each game type.
- **Content Tagging:** Allow tagging of games with specific SDGs, themes, or educational objectives to categorize and organize content efficiently.

###### 2. Content Management System (CMS) Integration:

- **Seamless Integration:** Integrate the game creation tool into the existing CMS of the SDGs.ps portal, allowing administrators to access it without needing additional platforms.
- **Version Control:** Implement version control for game updates, allowing administrators to modify games over time and revert to previous versions if necessary.
- **Multilingual Support:** Include options to create and manage games in multiple languages, supporting a diverse audience.





### 3. Game Types and Examples:

#### ○ Memory Games:

- **Gameplay:** Players reveal pairs of SDG icons or related images hidden behind facedown cards. The goal is to match all pairs using memory and concentration skills.
- **Customization:** Allow administrators to select different images, set the number of pairs, and adjust the difficulty level.
- **Scoring:** Implement a scoring system based on the number of moves taken and time elapsed.

#### ○ Matching Games:

- **Gameplay:** Players match SDG titles with corresponding icons or descriptions. The game can be played in different formats, such as drag-and-drop or click-to-match.
- **Customization:** Enable the selection of different SDGs, customization of titles and icons, and adjustment of game difficulty.
- **Scoring:** Include a scoring system that rewards accuracy and speed.

#### ○ Quizzes:

- **Gameplay:** Players answer multiple-choice or true/false questions related to the SDGs. Quizzes can be timed or untimed, and can feature a mix of question types.
- **Customization:** Allow administrators to create question banks, set the number of questions, and choose different quiz formats.
- **Scoring:** Implement a scoring system based on correct answers, with optional feedback and explanations for each question.

#### ○ Drag-and-Drop Sorting Games:

- **Gameplay:** Players drag and drop items (e.g., goals, indicators) into the correct categories or sequences related to the SDGs.
- **Customization:** Allow customization of items, categories, and sequences, with options to set different difficulty levels.
- **Scoring:** Score based on accuracy and time taken to complete the sorting task.

#### ○ Interactive Timelines:



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- **Gameplay:** Players place events, milestones, or SDG achievements in chronological order along a timeline.
- **Customization:** Enable the creation of timelines with custom events, descriptions, and visual themes.
- **Scoring:** Score based on correct placement and time taken to complete the timeline.
- **Puzzle Games:**
  - **Gameplay:** Players complete puzzles by arranging pieces to form an SDG-related image or logo. Puzzles can vary in complexity, with pieces ranging from a simple 4-piece puzzle to more challenging 16- or 20-piece puzzles.
  - **Dynamic Puzzle Creation:** Develop a dynamic system that allows administrators to design and upload new puzzles at any time. Administrators can select the image, determine the number of pieces, and set difficulty levels.
  - **Customization:** Allow the selection of images related to specific SDGs or themes, with options to adjust the size and shape of puzzle pieces.
  - **Scoring:** Include a scoring system based on time taken and accuracy in completing the puzzle.

#### 4. Game Mechanics and User Experience:

- **Engaging Gameplay:** Design each game type with intuitive controls, attractive visuals, and engaging feedback to keep users interested and motivated.
- **Difficulty Levels:** Include multiple difficulty levels for each game, allowing players of different skill levels to participate.
- **Progress Tracking:** Implement features that allow users to track their progress, save their game state, and resume later.

#### 5. Customization and Theming:

- **Theme Library:** Provide a selection of themes for each game type, including backgrounds, icons, and color schemes that reflect the SDGs.
- **Educational Content Integration:** Allow the inclusion of educational content (e.g., facts, videos, links) that can be displayed before, during, or after gameplay to enhance learning outcomes.

#### 6. Analytics and Reporting:





- **User Interaction Analytics:** Track metrics such as game completion rates, average time spent on games, most popular games, and user engagement trends.
- **Administrator Reports:** Generate detailed reports for administrators, summarizing user interaction data, popular game types, and overall effectiveness.
- **Real-Time Monitoring:** Include real-time monitoring capabilities to observe user activity and game performance.

#### 7. Promotional Integration:

- **Social Media Sharing:** Integrate social media sharing buttons within the game interface, enabling players to easily share their game achievements or promote the games on platforms like Facebook, Twitter, LinkedIn, and Instagram.
- **Google Ads and Public Sites:** Configure the system to allow for the promotion of these games via Google Ads and other public sites. This will involve creating ad-friendly game descriptions, images, and call-to-action prompts that can be used in digital advertising campaigns.
- **Cross-Platform Display:** Design the system so that games can be embedded or linked on other APLA platforms or partner websites, expanding their reach and increasing user engagement.

#### 8. Future Expansion and Scalability:

- **New Game Addition:** Design the system to be flexible and scalable, allowing for the easy addition of new game types in the future. This should include an intuitive process for defining new game rules, uploading assets, and configuring gameplay settings without requiring significant development work.

### III. Technical Specifications:

- **Platform and Language:**
  - **Development Platform:** The game system will be developed using modern web technologies, such as HTML5, CSS3, and JavaScript frameworks (e.g., React.js, Vue.js).
  - **Backend Language:** PHP over Laravel will be used for backend development, integrated with the existing CMS and database systems.
  - **Database:** Use MySQL Database for storing game data, user progress, and analytics information.
- **Security and Compliance:**





- **User Authentication:** Leverage the existing login system of the portal, with secure user authentication and role-based access control (RBAC) for administrative tasks.
- **Data Encryption:** Implement encryption for data in transit and at rest, ensuring compliance with data protection regulations.
- **Performance and Scalability:**
  - **Responsive Design:** Ensure all games are fully responsive, providing an optimal experience across devices, including desktops, tablets, and smartphones.
  - **Load Balancing:** Implement server optimization and load balancing techniques to handle high traffic and multiple simultaneous users.
  - **Scalability:** Design the system to accommodate future expansions and the addition of new game types without significant rework.
  - **Mobile Optimization:** Ensure that all games are fully optimized for mobile devices, with touch-friendly controls and responsive layouts that adjust to different screen sizes.
  - **Browser Compatibility:** Ensure that the games are compatible with all major web browsers, including Chrome, Firefox, Safari, and Edge, across different operating systems.

#### IV. Testing and Quality Assurance:

- **Comprehensive Testing:** Conduct extensive testing, including unit, integration, and user testing, to ensure the system meets all functional and performance requirements.
- **Bug Tracking:** Implement a bug tracking system to identify and resolve issues before deployment.
- **Continuous Improvement:** Gather user feedback and perform regular updates to enhance the system's functionality and user experience.

#### V. Documentation and Training:

- **Administrator Guide:** Provide detailed documentation on how to create, manage, and update games, along with best practices for using analytics data.
- **User Help Resources:** Develop a user-friendly help section within the game interface to guide players through gameplay mechanics and features.





- **Training Sessions:** Offer training for APLA staff to ensure they are proficient in using the game creation tools and understanding user analytics.

### 3.3.3.2 Dynamic Members System for Local Government Units (LGUs)

#### I. Background

The Association of Palestinian Local Authorities (APLA) is committed to enhancing the management of Sustainable Development Goal (SDG) data through the SDGs.ps portal. To achieve this, APLA aims to develop a Members System that allows Local Government Units (LGUs) to actively participate in managing, updating, and verifying their own data. This system will improve the accuracy and timeliness of SDG indicators and enhance the overall functionality of the SDGs.ps portal.

The system will integrate user registration, data management, and document validation features to enable LGUs to upload and manage SDG-related data while providing APLA with the ability to review, approve, or modify these inputs. The new system will ensure transparency, improve communication between LGUs and APLA, and create a streamlined process for data entry and verification.

The LGUs system aims to empower Local Government Units (LGUs) by giving them the tools to manage, track, and update their data and SDG-related indicators efficiently. This system will:

- Provide LGUs with a platform to input, monitor, and update their progress on achieving SDGs.
- Support data-driven decision-making through analytics and reporting features.
- Foster transparency and accountability by publicly displaying LGU contributions to the SDGs.
- Facilitate collaboration and knowledge sharing between LGUs and other stakeholders.

#### II. Objectives

The primary objective of this project is to develop a comprehensive system that allows LGUs to directly manage their SDG indicators through the SDGs.ps portal. This system will support APLA in maintaining accurate, up-to-date SDG data across all local authorities.

Specific Objectives:

1. Empower LGUs to manage and update their data, including SDG indicators, demographics, budgets, and other relevant information.
2. Enhance Data Accuracy by enabling LGUs to upload verification documents for the data they provide.
3. Improve Workflow Efficiency by creating a streamlined process for data submission, review, and approval by APLA.





4. Centralize SDG Data Management, allowing APLA to input data received from other organizations and track all updates made by LGUs.
5. Ensure Seamless Integration with the existing SDGs.ps portal, with a scalable, secure, and user-friendly interface.

### III. Key Features and Components

#### 1. Account Creation for LGUs:

To ensure secure and streamlined access to the new LGUs Data Management System, two account creation methods will be available:

##### A. APLA-Created Accounts

APLA will have the authority to create accounts directly for LGUs. This method will be used when APLA wants to provide immediate access to the system for specific LGUs without requiring them to go through a registration process. In this case:

- **Step 1:** APLA gathers the necessary information from the LGU, such as contact details, authorized personnel, and required access roles.
- **Step 2:** APLA creates the account in the system and assigns the appropriate permissions based on the role of the LGU.
- **Step 3:** The system generates login credentials, which are sent securely to the LGU. The LGU administrator will be prompted to set up a new password upon the first login.
- **Step 4: Initial Profile Setup:** Upon logging in, LGUs must complete a profile with essential data such as geographic area, population, and budget

##### B. LGU Registration and APLA Approval

Alternatively, LGUs can initiate the registration process themselves by submitting a request for an account. This method adds an extra layer of security and accountability, ensuring that only verified LGUs gain access. The flow is as follows:

- **Step 1:** LGU representatives access a registration form on the SDGs portal and fill in the required information, including LGU details, personnel, and roles.
- **Step 2:** APLA administrators receive the registration request and review the submitted information to verify the authenticity of the LGU.
- **Step 3:** APLA approves the registration request, after which the system automatically creates the account for the LGU and assigns the appropriate access roles.





- **Step 4:** The system generates login credentials and sends them to the LGU for immediate access.

## 2. User Authentication and Access Control

- **Role-based Access Control (RBAC):** The system will include tiered access levels to ensure data security and proper management. LGUs will have specific user roles that allow them to manage data related to their local region, while APLA administrators will oversee the entire system.

## 3. Dynamic Data Entry and Management

- **Custom Dashboards for LGUs:** Each LGU will have a custom dashboard where they can view, manage, and upload data related to SDG indicators.
- **Real-time Data Updates:** LGUs will be able to update their indicators dynamically, with changes reflected immediately on the SDGs portal. This will minimize delays and improve data accuracy.
- **Data Templates:** Standardized data templates will guide LGUs on the required format and structure for each indicator, ensuring consistency across all regions.

## 4. Enhanced Data Segregation and Filtering

- **Geographical Segregation:** Data will be organized based on geographical regions (cities, towns, etc.), enabling users to filter and view data by specific LGUs. Each LGU will be able to upload and manage data specific to their region, ensuring more localized insights.
- **Temporal Segregation:** Users will have the ability to filter data based on specific time periods, allowing for the tracking of progress over months, years, or custom timeframes.
- **Goal, Target, and Indicator Segregation:** Data will be segregated by SDGs, targets, and indicators, providing LGUs with clear structures for inputting and tracking their data.

## 5. Custom Reporting and Analytics

- **Automated Reports:** LGUs will be able to generate real-time reports on the progress of their SDG indicators. These reports can be customized by timeframe, SDG, or indicator, offering flexible data views.
- **Interactive Dashboards:** Data will be presented through interactive dashboards, which allow users to visualize progress, compare regional performances, and analyze trends.
- **Trend Analysis Tools:** Tools will be included to allow LGUs to analyze trends, benchmark against national averages, and forecast future progress.





## 6. Notifications and Data Review

- **Automatic Notifications:** The system will notify LGUs when it's time to update their data (e.g., quarterly or annually). This will encourage timely updates and ensure the latest data is always available on the portal.
- **Data Validation:** Before being published on the portal, submitted data will undergo validation by APLA administrators to ensure it meets quality standards and is consistent with the national framework.

## IV. Flow of the Process for Updating LGU SDG Indicators

The process of updating SDG indicators within the LGUs Data Management System will be designed to ensure accuracy, consistency, and proper oversight. Below is a detailed breakdown of the process flow:

### 1. Data Entry

- **LGU Access:** Once logged in, the LGU representatives navigate to their dedicated dashboard where they can view all relevant SDG goals, targets, and indicators for their region.
- **Data Submission:** LGUs will submit data related to each indicator in the system using pre-designed templates that ensure consistency in data format and content. The templates will also provide guidance on the type of data required (numerical, qualitative, etc.).

### 2. Internal Review (Optional)

- **LGU Internal Review:** Before the data is finalized, LGUs can conduct internal reviews using in-system tools such as error-checking and data validation features to ensure the accuracy and relevance of the input.

### 3. Submission for APLA Review

- **APLA Approval:** Once the LGU finalizes their data, it will be submitted to APLA for review. APLA administrators will have the authority to approve, reject, or request revisions to the submitted data.
- **Real-Time Updates:** Upon approval, the data will be automatically updated on the public-facing SDGs portal, reflecting the most recent LGU contributions.

**APLA Adding Data:** If APLA receives data for an LGU from external organizations, APLA has the ability to directly add this data into the system. In such cases, APLA can upload verification documents provided by the third-party organizations. This feature ensures





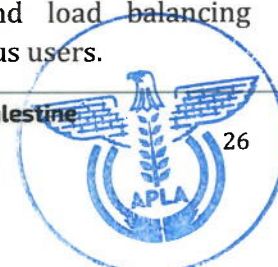
that even if an LGU is not actively managing its own data, APLA can still maintain accurate SDG indicators for that region.

#### 4. Data Monitoring and Historical Tracking

- **Monitoring Progress:** LGUs and APLA will be able to track progress on specific indicators over time through system-generated reports and trend analyses.
- **Version Control:** The system will maintain a history of all data submissions and updates, ensuring transparency and allowing users to track changes over time.

#### V. Technical Specifications:

- **Platform and Language:**
  - **Development Platform:** The system will be developed using modern web technologies, such as HTML5, CSS3, and JavaScript frameworks (e.g., React.js, Vue.js).
  - **Backend Language:** PHP over Laravel will be used for backend development, integrated with the existing CMS and database systems.
  - **Database:** Use MySQL Database for storing data, user progress, and analytics information.
- **Seamless Integration with SDGs.ps:** The new system will integrate smoothly into the existing SDGs.ps portal, using the same backend structure.
- **Inter-System Data Flow:** Ensure that data flows efficiently between LGUs, APLA, and external organizations, with the ability to input and export data as needed.
- **Security and Compliance:**
  - **User Authentication:** Leverage the existing login system of the portal, with secure user authentication and role-based access control (RBAC) for administrative tasks.
  - **Data Encryption:** Implement encryption for data in transit and at rest, ensuring compliance with data protection regulations.
- **Performance and Scalability:**
  - **Responsive Design:** Ensure all games are fully responsive, providing an optimal experience across devices, including desktops, tablets, and smartphones.
  - **Load Balancing:** Implement server optimization and load balancing techniques to handle high traffic and multiple simultaneous users.





- **Optimized Queries:** Database queries must be optimized for speed and efficiency.
- **Mobile Optimization:** Ensure that all games are fully optimized for mobile devices, with touch-friendly controls and responsive layouts that adjust to different screen sizes.
- **Browser Compatibility:** Ensure that the games are compatible with all major web browsers, including Chrome, Firefox, Safari, and Edge, across different operating systems.
- **Backup and Recovery**
  - **Regular Backups:** Daily backups should be implemented to avoid data loss.
  - **Disaster Recovery:** A robust disaster recovery plan must be in place to ensure system uptime in case of unexpected failures.

#### VI. Testing and Quality Assurance:

- **Comprehensive Testing:** Conduct extensive testing, including unit, integration, and user testing, to ensure the system meets all functional and performance requirements.
- **Bug Tracking:** Implement a bug tracking system to identify and resolve issues before deployment.
- **Continuous Improvement:** Gather user feedback and perform regular updates to enhance the system's functionality and user experience.

#### VI. VIII. Training and Documentation

- **Staff Training:** Provide comprehensive training sessions for APLA staff on managing the new features.
- **Technical Documentation:** Develop detailed documentation (for both APLA and LGUs representatives) on all issues related to the use of the system.



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### 4. Time line:

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

### 5. Tasks & Deliverables:

Tasks	Description	Deliverables
<b>Task One:</b> <b>Analysis and requirements gathering</b>	<ul style="list-style-type: none"><li>- Meeting with APLA to comprehensively understand the requirements.</li><li>- Review APLAs' website and the SDGs portal.</li><li>- Identify upgrades architecture, specifications and other requirements.</li><li>- Update the workplan.</li></ul>	- Inception Report including updated workplan.
<b>Task Two:</b> <b>Upgrade APLA's main website</b>	<ul style="list-style-type: none"><li>- Design the Layout of the website.</li><li>- Design the internal pages and control panel interface.</li><li>- Development of the different sections of the website.</li><li>- Development of the CMS.</li><li>- Testing and gathering feedback.</li><li>- Updating and Finalization of the website.</li><li>- Deployment and go live website.</li></ul>	- Updated online website.
<b>Task Three:</b> <b>Upgrade the SDGs portal</b>	<ul style="list-style-type: none"><li>- Design the interface of the new features.</li><li>- Development of the new requirements.</li><li>- Testing the new features and gathering feedback.</li><li>- Integrating the new features into the SDGs portal.</li><li>- Updating the CMS.</li><li>- Final deployment into the portal.</li></ul>	- Upgraded SDGs portal.
<b>Task Four:</b> <b>Training and Finalization</b>	<ul style="list-style-type: none"><li>- Train APLA on APLAs' website management.</li><li>- Train APLA on the management of the new features in the SDGs portal.</li><li>- Prepare training manual for portals management (APLA and other users).</li><li>- Provide APLA with open-source code of the website and the SDGs portal.</li></ul>	- Training Manual - Source code.

**END of ToR**

