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PENGON
شبكة المنظمات البيئية
الأهلية الفلسطينية

Terms of Reference (ToR) Evidence-based system for environmental violations

1. BACKGROUND/INTRODUCTION

1.1 (ECJP) Environmental and Climate Justice Programme in Palestine is a partnership between We Effect, and the Palestinian Agricultural Institutions Coalition (PAIC) and funded by the Consulate General of Sweden in Jerusalem. The Environmental and Climate Justice Programme is a 36-month programme with the timeframe 2021-2023, it will be implemented in the most climate vulnerable rural communities in Palestine (Gaza, West Bank Specifically Area C, Hebron District, East Jerusalem and Jordan Valley).

Climate justice recognizes that climate change is as much a political and social issue as an environmental issue, therefore ECJP uses a gender mainstreaming and human rights based approach linking the rights of marginalized community members especially women, youth and smallholder farmers with the obligations and commitments of duty bearers when it comes to environmental governance and rights, access to information and natural resources.

1.2 Programme goal and objective:

- **The overarching goal of the programme** is “to contribute to improving environmental and climate justice in Palestine”.
- **The programme objective** is that “by 2024, civil society organisations and right holders have the capacity to address and challenge structural barriers to environment and climate justice in Palestine”.

1.3 The Palestinian Environmental NGOs Network (PENGON):

The Palestinian Environmental NGOs Network- Friends of Earth Palestine (PENGON-Palestine) is a coordinating body comprised of the Palestinian NGOs working in the environment sector. PENGON Palestine was established in 1996 due to the increased demands and responsibilities of Palestinian environmental organisations to advocate and protect the Palestinian environment by coordinating the scattered efforts of the different Palestinian NGOs working in the field of environment. PENGON works in several strategic areas and sectors such as land protection, agriculture, water, rural issues, sustainable development, cultural heritage, health and sanitation, biodiversity, human rights and community participation. They have implemented numerous actions related to climate justice, right to water, pollution prevention, advocacy on environmental rights violations as well as documentation and follow up with duty bearers on various environmental issues.



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2. System Overview

PENGON seeks to develop an evidence-based system for environmental violations to document the Israeli violations and the Palestinian mismanagement and misuse. We aim to create a functional, active, responsive, and sustainable environmental evidence-based system to process, manage and report data related to violations against Palestinian environment in West Bank and Gaza strip. The evidence-based system will be a Web based database for collecting and sharing data concerning the related environment violations and providing data management and reporting tools for both PENGON internal use and to be shared with other partners; PAIC and other stakeholders.

The purposes of the evidence based system are:

1. Enabling timely processing and analysis of data including collection, storage, processing, extrapolation and dissemination.
2. Increase the coverage of the documentation of Violations against environment in WB and Gaza strip.
3. Ensure availability of timely relevant information using functional and user-friendly interfaces.
4. Improve the data quality (i.e. accuracy, completeness and consistency) in the reports.
5. Provide a centralised database for historical data in order to enable detailed analysis.
6. Produce detailed reports on verified and auditable data.



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3. Scope of Work

1. Data Input: Documenting all cases that the association deals with related to violence against environment and recording all information related to each case.

This data should at least include the following based on the current documentation system:

- Personal information about case reporter (Name, contact info...)
- Violation Details (location, Type (land trees, water, air...), size and impact, Perpetrator... etc.).
- Attachments and documents (photos and videos)

Note: This documentation system is available in Arabic and English in the PENGON website http://www.pengon.org/welcome/violation_form

2. Data Processing: Follow-up of environmental violation cases through studying and approving the application and taking the needed actions, such as move case /Send Violation to any related organization. All actions above should multiple phases Tracking, Monitoring and Evaluation.
3. Data Output: Reporting: Management information system (MIS) should be able to generate complex reports from all input data, reports can be statistical, details or graphs and Maps interactive reports.

4. Detailed Requirements Table

No.	Requirement	Details
	Technical Specification	-
1	Operating Environment	Online Web Application/ Internet Browser
2	System Languages	Two Languages AR/EN
3	System Frontend Development	Bootstrap/HTML5/JS
4	System Backend Development	PHP 8/MYSQL Laravel or Codeigniter
5	Operating and setup System online	<ul style="list-style-type: none"> • Setting up online cloud server • System Installation • System Maintenance and auto backup • System and server security
6	Technical Specification	<ul style="list-style-type: none"> • Full Mobile Responsive CP • Data Indexing and Optimizations • API's Support



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		<ul style="list-style-type: none">• HTTPS Support• Data Attachment Support (videos)• Security Optimization• Data Protection
	General Requirements	
1	Users and permissions	<ul style="list-style-type: none">• Multi users• Multi Roles and permissions• Roles and permissions should be under Module and data levels• Users logs
2	Languages	<ul style="list-style-type: none">• Two Languages AR/EN
3	System Settings	<ul style="list-style-type: none">• Date/Time• Data listings settings• Notifications settings• Mail settings• System Logs• Data workflow settings• All needed predefined settings
4	Sending Notifications	<ul style="list-style-type: none">• Email Notifications• User dashboard notifications
5	User dashboard	<ul style="list-style-type: none">• Notifications• Quick shortcuts• Statistics and counters• Minilists
6	System Lookups(with add/edit/delete functions)	<ul style="list-style-type: none">• Cities• villages• Areas (A B C)• Perpetrators• Violation Types multiple levels



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		<ul style="list-style-type: none"> • Services Provided • Related Organizations
7	Violations	<ul style="list-style-type: none"> • ADD/EDIT/DELETE • Violations Information • Violations Attachment Photos/Videos/Documents • Violation workflow • Defining violation • Auditing Violation • Approving Violation • Edit/change Logs
8	Reporting	<ul style="list-style-type: none"> • Dynamic Report Builder • Details Reports • Graphs Reports • Interactive map reports • PDF XLSX Exportable and Printable
9	API's Integrations (Application programming interface)	<ul style="list-style-type: none"> • 2 ways API's data integration between system and related organizations systems and databases. (1-2 organizations- EQA or any other organization) • Data audit and approval before stored on system DataBase. • (ready api's will be provided here for importing requested data form other systems

5. Required Qualifications

- This consultancy is open to specialized IT companies that have the following experience and qualifications:
- Minimum of 5 years of experience working on Web development, and databases development and management.
- Working knowledge of relevant operating systems, software and programming
- Previous experience in similar work.

6. Outputs/ Deliverables:



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1. Provide and develop the current environmental violations documentation form with the required improvements.
2. First Draft of the evidence based system - a functional, active, responsive system.
3. Final approved system by PENGON , PAIC representatives and We Effect.

7. Proposed work schedule

- Interview with the project coordinator from PENGON
- Review the current documentation system in PENGON, integrate the data to be reflected in the evidence based system. This system is available in Arabic and English in the PENGON website http://www.pengon.org/welcome/violation_form
- Review the in-process designed complaint system at the EQA and propose possible integration within the two systems.
- Interviews with PENGON, PAIC representatives, and WE Effect.
- Submission of first draft for the evidence based system to be discussed.
- Final copy to be submitted after receiving feedback and comments from PENGON, We Effect and PAIC representatives.

8. Fees

The prices should include VAT.

9. Applications Submission

Interested consultancy firms are required to submit the following documentation:

- A technical proposal with detailed response to the TOR, with specific focus on addressing the scope of work and methodology to be used.
- A financial proposal. See annex 1.
- Company profile or CV including a minimum of 3 traceable, recent and relevant references to this task.

10. Duration and working schedule:

The evidence based system should be completed and uploaded to PENGON website within 1st June – 15th August 2022.

9. Final date of Submission

You are requested to submit your narrative and financial proposals by May 15th 2022, to be submitted as PDF file, signed and stamped by email to info@pengon.org.

Contact Information

For further information, kindly contact **Abeer Butmeh/ PENGON Coordinator** at info@pengon.org



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ANNEX 1
Financial Proposal (Summary of Costs)

No.	Item/Task	Qty	Price \$
1	Environmental evidence based system- Database Development	1	
2	Online Cloud Hosting (please provide details for hosting plan)	1 Year	
3	Admins and Staff Training	3 Sessions	
4	User Manual & Project Documentation	1	
5	One Year Maintenances & Support	1	
Total			
VAT			
Grand Total			