

## Terms of Reference

The Working Group on Torture Prevention (WGTP) is intending to launch an: **Online platform.**

### **Overview and the reasons behind the establishment of the Online platform:**

In July 2024, the WGTP under the financial support of Sigrid Rausing Trust hosted a Regional Forum for Monitoring Places of Detention and Preventing Torture in the Middle East and North Africa (MENA).

This forum assembled stakeholders from different countries such as Lebanon, Palestine, Jordan, Iraq, Egypt, Mauritania, Sudan, Tunisia, Morocco etc.

The aim was to foster knowledge exchange among regional stakeholders and enhance torture prevention and documentation efforts at national and regional levels.

To sustain the initiative's momentum, the WGTP, intends to establish an online platform. This platform will facilitate the sharing of knowledge, statements, advocacy materials, etc., among stakeholders in the MENA region. This activity will enhance the visibility of the Working Group which until present does not have any media platform.

### **Deliverables:**

1. Company is expected to design, establish, provide the domain name and hosting of the website.
2. Website with advanced content management system providing flexibility and customization.
3. Unified design for desktops, tablets and mobiles.
4. Up to active 100 users.
5. Provide at least 3 days of training for the personnel in charge of managing the platform from the WGTP team.
6. Supplier should support the WGTP in developing the guideline to manage the platform effectively.

### **Timeline:**

1. *Design, creation, training and approvals as well as testing:* 1.5 months starting October 15, 2024.
2. *Going online:* Beginning of December 2024.
3. *Launch:* Mid December 2024.

## Q&A:

- 1. What software system will be used for the online platform, and what types of materials will be published on it? (e.g., downloadable documents, videos, photos, etc.)**

The online platform should be built on PHP and MySQL to create a dynamic website. The Working Group (WG) will upload a variety of materials, including reports, publications, statements, brochures, photos, videos, subscription to newsletters, links of the organization's website, events organized by the WG members. Users will have access to download these documents and view multimedia content.

- 2. Is it going to be private / public or both? Who's allowed to do both in this case?**

The Working Group (WG) will collect all relevant and appropriate materials. They will then categorize these materials into two groups: those that will be published publicly and those that will be shared privately among members, either nationally or regionally.

The platform will serve both private and public purposes. Public access will be granted to certain materials, allowing anyone to view and use these resources as references ensuring that copyrights are respected. Meanwhile, private access will be restricted to the WG members on the national level, who will have permission to view and circulate confidential materials.

- 3. How are the Stakeholders from the MENA region going to be involved in this platform? (Do they have the right to add documents? Only WGTP members are allowed to add documents?...)**

Stakeholders from the MENA region will be actively involved in the platform under specific guidelines. They will have the right to add documents, provided these documents meet the established criteria outlined in the guidelines. Therefore, it is important to set and promote the mechanism to collect/ receive data. The Working Group (WG) will be responsible for monitoring and evaluating the materials submitted by these stakeholders to ensure they comply with the criteria. Once approved, stakeholders will be permitted to post their documents and will also have access to all uploaded materials on the platform.

- 4. Digital security**

Given the sensitivity of the topic and the potential risk of reprisal, maintaining a high level of security is crucial.