

NEGOTIATE PROCEDURE

“SERVICE FOR THE DESIGN & DEVELOPMENT OF A PROTECTION PLATFORM”

Reference: GVC/ECHO7/LEB/NP/02

TENDER DOSSIER

JULY 2018



Lebanon Protection Consortium

Improving the Overall Aid Effectiveness and Accountability: Provision of an Integrated Protection Response to Better Address the Protection Needs of the most vulnerable People Affected by Displacement in Lebanon

ECHO/SYR/BUD/2018/91018



Preamble

GVC - Gruppo di Volontariato Civile intends to launch a procedure in the framework of the project “Improving the Overall Aid Effectiveness and Accountability: Provision of an Integrated Protection Response to Better Address the Protection Needs of the most vulnerable People Affected by Displacement in Lebanon” - Code: ECHO/SYR/BUD/2018/91018. GVC (Gruppo di Volontariato Civile) is pleased to invite you to submit a quotation for the SERVICE FOR THE DESIGN & DEVELOPMENT OF A PROTECTION PLATFORM in Beirut as described in **Annex I** QUOTATION SUBMISSION FORM.

The procedures applied by GVC in the present tender are inspired by the principles of:

- Transparency in the procurement procedures;
- Proportionality between the procedures followed for awarding contracts and the value of the contracts;
- Equal treatment and non-discrimination of potential contractors and donors.

ANNEX I	Quotation Submission Form
ANNEX II	Financial and Technical Offer
ANNEX III	Delivery Capacity Form
ANNEX IV	Declaration on ethical standards and right of access
ANNEX V	Financial Identification Form
ANNEX VI	Functional Requirements Document

The offer must be sent or hand-delivered in close envelop to GVC Office in Beirut:

GVC Office
LU Fine Arts Street, Chahine Building, 1st floor,
Beirut, Furn El Chebbak, Lebanon
GVC/ECHO7/LEB/NP/02

For information about delivery of tender dossiers please contact [Nadine Machaalany](#), GVC Logistician, at the phone number 81/477567.

GVC reserves the right to cancel the Tendering process at any time prior to the award of Contract.

Request of clarification must be sent to:

Ahmad Sharif, GVC IM Manager, email address: a.sharif@gvc-lb.org, and Nadine Machaalany, GVC Logistic and Procurement Coordinator at n.machaalany@gvc-lb.org, copying Nicola Marcato, Area Manager Bekaa, at nicola.marcato@gvc-italia.org and Federica Lolli, GVC HQ Procurement and Administrative Assistant at federica.lolli@gvc-italia.org.

A. CONTENT

1. Service to be provided

1.1 GVC invites interested contractors to submit an offer for the SERVICE FOR THE DESIGN & DEVELOPMENT OF A PROTECTION PLATFORM in Beirut, as specified in **Annex II**.

2. Timetable

Launch of the Negotiated procedure	Friday 3 rd August 2018	
Deadline for asking clarifications	Monday 13 th August 2018	15:00
Deadline for receiving clarifications	Tuesday 14 th August 2018	17:00
Deadline for submission of Tenders	Friday 17 th August 2018	14:00
Tender opening session	Monday 20 th August 2018	14:00
Contract award notification (estimated)	Tuesday 21 st August 2018	
Contract signature date (estimated)	Wednesday 22 nd August 2018	
Development start date (estimated)	Friday 24 th August 2018	

3. Submission of Offers

3.1 Offers shall be sent or hand-delivered close envelop at **GVC office** in Beirut, before the deadline specified in the timetable above. All offers must include the documents listed in section 3.3 and sent to the following address:

GVC Office
LU Fine Arts Street, Chahine Building, 1st floor,
Beirut, Furn El Chebbak, Lebanon
GVC/ECHO7/LEB/NP/02

The Contracting Authority may extend the deadline for submission of offers by issuing an amendment.

3.2 All the offers shall be delivered in a closed envelope duly stamped and signed. The front part need to report the name of the Contractor and the reference to the procurement procedure **GVC/ECHO7/LEB/NP/02**.

3.3 In case of posting, the post office stamp will attest the date. We ask the applicants, in case of mailing instead of hand-delivering, to send an email to the address n.machaalany@gvc-lb.org, copying nicola.marcato@gvc-italia.org and federica.lolli@gvc-italia.org, attaching the courier's slip, to allow GVC to track the envelope and wait for its arrival.

3.4 The documentation to be submitted to the Contracting Authority shall include:

- a. **ANNEX I** Quotation Submission Form.
- b. A copy of the VAT Number and/or a copy of the MOF Registration Number. The copy must be stamped and signed in original by the Tenderers.
- c. **ANNEX II** Financial and Technical offer. Prices shall be expressed in United States Dollars (USD). The offered price must be VAT excluded.
- d. **ANNEX III** Delivery Capacity
- e. **ANNEX IV** Service Provider's Ethical Declaration and Eligibility Declaration.
- f. **ANNEX V** Financial Identification Form.

B. GENERAL CONDITIONS

4. Eligibility

4.1 To be eligible for participation in the procedure, interested service providers must prove to the Contracting Authority that they comply with the necessary legal, technical and financial requirements. GVC reserves the right to ask for further documentation.

4.2 Interested service providers have to declare, under their responsibility, that all of the service offered have been delivered in accordance with international standards and international rules against exploitation of child labor and gender discrimination and that they are not in any of the situations excluding them from participating in the procedure (**ANNEX IV**).

5. Language of offers

5.1 All correspondence and documents related to this procedure, contracts and reporting shall be written in English.

5.2 This invitation to negotiated procedure has been written in English. In case it will be translated in any other language than English, the English version shall prevail in case of difference of interpretation.

6. Period of validity of the offers

6.1 Offers shall remain valid for a period of **120** days from the deadline for their submission.

6.2 The prices will be considered fixed and valid for the entire duration of the contract until the complete execution of the delivery. No additional charge of whatsoever nature and type will be accepted by the Contracting Authority.

7. Currency and pricing

7.1 Prices shall be in USD and shall be VAT-excluded.

7.2 Unit Prices will be considered fixed and valid for the entire duration of the contract. No additional charge of whatsoever nature and type will be accepted by the Contracting Authority.

7.3 The amount to be provided may increase or decrease without any change in the unit price.

8. Service plan

The timeframe for the service shall be from the date of the signature of the contract until 30st April 2019.

C. NEGOTIATED PROCEDURE

9. Clarifications before the deadline for submission of offers

9.1 Prospective Tenderers shall have - before the deadline for submission of Offers - the chance to request additional clarifications on the tasks to be executed under this contract. This request must be addressed in a written form via email, within the deadline specified in the timetable (art. 2)

9.2 The Contracting Authority will provide written clarifications to all Tenderers according to the deadline specified in the timetable (art. 2) to:

Ahmad Sharif, GVC IM Manager, email address: a.sharif@gvc-lb.org, and Nadine Machaalany, [GVC Logistic and Procurement Coordinator at n.machaalany@gvc-lb.org](#), copying Nicola Marcato, Area Manager Bekaa, at nicola.marcato@gvc-italia.org and Federica Lolli, GVC HQ Procurement and Administrative Assistant at federica.lolli@gvc-italia.org.

10. Evaluation of Offers

The Evaluation Committee will check that the offers comply with the essential requirements of the present invitation, including the administrative compliance and technical admissibility of each offer. An offer is deemed to comply if it satisfies all the conditions, procedures and specifications in the present dossier.

The evaluation committee will not necessarily choose on the basis of lowest price alone but will award the contract on the basis of price, quality, compliance with international norms and experience in previous similar contracts.

11. Cancellation of negotiated procedure

In the event of procedure's cancellation, the supplier will be notified by the Contracting Authority. Cancellation may occur where:

- a) the negotiated procedure has been unsuccessful, namely where no qualitatively or financially worthwhile offer has been received or there has been no response at all;
- b) the economic or technical parameters of the project have been fundamentally altered;
- c) exceptional circumstances or force majeure render normal performance of the project impossible;
- d) all technically compliant offers exceed the financial resources available;
- e) There have been irregularities in the procedure, in particular where these have prevented fair competition.

In no circumstances GVC will be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of the procedure, even if GVC has been advised of the possibility of damages. The invitation to submit quotations does not commit GVC to implement the project announced, and the signing of the contract is bound by the donor financing.

12. Signature of the Contract

12.1 The result of the negotiated procedure will be communicated to all tenderers in writing or by email.

12.2 Contract shall be signed by the Contracting Authority and the selected tenderer within the deadlines specified in the timetable (art.2). Upon signing the contract, the successful tenderer will become the Contractor and the contract will enter into force.

D. CONTRACTUAL CLAUSES

13. General, Inspection and Acceptance of the Delivery

13.1 Project delivery phases will be defined in project kick-off between GVC and the service provider.

13.2 Project delivery phases should be separated into Milestones/Epics which will be also divided into Tasks/Stories. Each Milestone / Epic constitutes a deliverable of the project.

13.3 The supplier shall provide a development tracking system (EG. Jira) and shall be able to track the progress of the project on it. The supplier should provide access to the development tracking system to GVC Staff.

13.4 The supplier shall provide a versioning system (ex: Github, Bitbucket) to manage and monitor milestone delivery.

13.5 Each completed deliverable will be tested by GVC IM Manager and approved on the development tracking system.

13.6 The service provider will receive compensation based on the previous milestone's invoice confirmed by the responsible GVC employee.

13.7 GVC IM Manager will monitor milestone development progress and the amount of development days/hours logged into each Milestone through a development tracking system

14. Non-conformity of delivery

14.1 Quality and condition - Should the quality of the deliverables not satisfy the requirements of the contract at the moment of the inspection, this will be reported on the tracking system. In case this happen, the company should intervene and fix the issue without any additional payment. The intervention shall be executed as soon as possible, at the latest within 7 days from the discovery of the non-compliance.

15. Payment procedure and conditions

15.1 All payments will be carried out in USD via bank transfer or check to the Contractor's bank account.

15.2 Payments will be performed monthly according to the following scheme:

- Payment will be done on a monthly basis by GVC according to the number of day / hour of work every deliverable checked and approved by GVC IM Manager.
- GVC will settle the payment within 30 days of the month following the development of the deliverables.

15.3 Payments are subject to the availability of funds. Should any delay occur, the Contracting Authority will inform the Contractor in due time.

16. Termination of the contract

The Contracting Authority may, after giving the supplier 3 (three) days' notice, terminate the contract in the following cases:

- a) The Service Provider substantially fails to perform its obligations under this contract;
- b) The Service Provider fails to comply within a reasonable time with a notice given by the Contracting Authority representative requiring him to perform his obligations under the contract which seriously affects the proper and timely performance of the duties.

17. Force majeure



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Neither party shall be considered to be in default or in breach of its obligations under the contract if the performance of such obligations is prevented by any event of force majeure arising after the date of notification of award or the date when the contract becomes effective, whichever is earlier.

18. Settlement of disputes

18.1 All disputes between contractual parties arising from implementation of the tasks herein that cannot be automatically settled shall be referred to the exclusive jurisdiction of the concerned Lebanese Court.



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Annex I - QUOTATION SUBMISSION FORM

Tender Ref.: GVC/ECHO7/LEB/NP/02

In response to your Invitation to participate to the above-mentioned procedure, the undersigned, hereby declare that:

1. We have examined and accept in full the content of the Dossier, and its provisions, without reservation or restriction.
2. We offer to deliver, in accordance with the terms of the Dossier and the conditions and time limits laid down, without reserve or restriction, the services listed in ANNEX II.
3. This offer is valid for a period of **120** days from the date of submission of quotation.
4. Our company has the following nationality: (.....)
5. We agree to abide by the ethics clauses that we have no potential conflict of interests or any relation with other candidates or other parties in the Tender Procedure at the time of the submission of this application.
6. We note that the Contracting Authority is not bound to proceed with this offer and that it reserves the right to cancel the procedure or to award only part of the contract. In no event will the Contracting Authority be liable for damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a Tender procedure.

Company name _____

Company address _____

Name and Surname of the Service Provider's representative _____

Mobile/telephone _____

Fax _____

E-mail _____

Place and date _____

Name of the Service Provider's Representative

Signature and stamp

Place and date

ANNEX II - FINANCIAL AND TECHNICAL OFFER

Tender Ref.: GVC/ECHO7/LEB/NP/02

Technical offer:

A company portfolio should be attached to the offer submission. The company portfolio should include:

- Detailed company presentation
- List of sample projects (at least 3 is recommended) using same or equivalent technologies (cfr Annex VI), For every project mentioned at least the following information should be provided: Client, Description, Technologies, Architecture, Budget.
- If available list of projects done for NGOs with references.

A draft technical proposal should be attached to the offer submission. The technical proposal should include:

- Plan for the Project Kickoff (meeting, workshop, duration, expected results, etc.)
- Proposed technologies and architecture to be used to develop the project
- Detailed CVs of the team that will work on the project
- Development plan, with estimated time for delivery (ref. annex VI, section 4.3)
- Proposed tools to track the activities (GitHub, Jira, etc.)

Financial Offer

REF#	Service	Unit price in USD VAT excluded	Additional note
1	Project Kick-off (Design & Iteration Phase)		
2	Development-hour		



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ANNEX III - DELIVERY CAPACITY (DELIVERY TIMING to be filled by the Tenderer)

Tender Ref.: GVC/ECHO7/LEB/NP/02

The design and development of the platform can start on the ___ / ___ / ____ (insert date) and the proposed development plan:

- can be respected
- cannot be respected (please provide an alternative development plan)

Notes:

- 1) Prices are in US Dollars and shall be VAT included.
- 2) The offer remains valid for 120 days.
- 3) The amount to be provided may increase or decrease without any change in the unit price.

Place and date

Name of the Supplier's Representative

Signature and Stamp



ANNEX IV – Declaration

Tender Ref.: GVC/ECHO7/LEB/NP02

DECLARATION ON ETHICAL STANDARDS AND RIGHT OF ACCESS

I, the undersigned, Mr./s.....representative of the Companydeclare to understood and to comply with the following rules governing the award of procurement contracts within the framework of actions financed by the European Commission - Humanitarian Aid & Civil Protection (ECHO).

General Principles

For the duration of the contract the Supplier and his staff declare to respect human rights, not exploitation of child labour, and to respect the basic social rights and working conditions.

Contracting Authorities shall reject any proposal put forward by tenderers or candidates, or, where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices.

- Corrupt practice is defined as is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to introduce improperly the activities of the contracting Authority
- Fraudulent practice is any act of omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Contracting Authority to obtain a financial or other benefit or to avoid an obligation
- Collusive practice is an undisclosed arrangement between two or more tenderers or candidates designed to artificially alter the results of the tender procedure to obtain a financial or other benefit
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities.

The Contracting Authority shall inform immediately the European Commission - Humanitarian Aid & Civil Protection (ECHO) in writing in the event of being confronted by these practices, and provide all the relevant information. They shall inform the European Commission - Humanitarian Aid & Civil Protection (ECHO) under the same terms about any suspected or established breach of the present rules as well as in case of any situation likely to constitute a conflict of interest.

GVC Code of Ethics and Fraud Prevention Policy

GVC, carrying out its activities and managing its own relationship, refers to the contents of its Code of Ethics and Fraud Prevention Policy. Violations of the provisions contained in the Code of Ethics and Fraud Prevention Policy by the contractual parties, may lead, depending on the gravity of the violation, to terminate this contract and demand payment of damages. The Supplier and its staff shall be obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the Supplier shall be confidential.

Right of access and controls

The Supplier shall supply the Contracting Authority on request with all supporting documents relating to the conditions of the contract's execution. The Contracting Authority may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses.

Place and date

Name of the Supplier's Representative

Signature and Stamp



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ANNEX V: FINANCIAL IDENTIFICATION FORM

Tender Ref.: **GVC/ECHO7/LEB/NP/02**

FINANCIAL IDENTIFICATION

ACCOUNT HOLDER			
NAME			
ADDRESS			
TOWN/CITY			
POST CODE			
CONTACT			
TELEPHONE			
FAX		MAIL	
MOF / VAT NUMBER			

BANK	
NAME	
ADDRESS	
TOWN/CITY	
POST CODE	
COUNTRY	
ACCOUNT NUMBER	
IBAN CODE	

REMARKS:

DATE		STAMP + SIGNATURE of ACCOUNT HOLDER



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ANNEX VI – FUNCTIONAL REQUIREMENTS DOCUMENT

Tender Ref.: GVC/ECHO7/LEB/NP/02

Version	Description of Change	Author	Date
0	Initial version	Ahmad Sharif	19/06/2018
1	First Draft	Ahmad Sharif	09/07/2018
2	ToR version	Ahmad Sharif	19/07/2018

1. Introduction

- This document provides outline functional specifications and requirements for the development of the GVC Protection/PVI platform.
- The document also aims to reflect and order suggestions collected from stakeholders on the platform review.
- The objective is to achieve a scalable and customizable platform model.
- The final product should be implementable in new areas of intervention leveraging local IM resources.
- The modules should be fully-documented, user-friendly, easily replicable and robust.

Purpose

The purpose of this document is to provide specifications and guidelines for the PVI platform development and design.

Overview

The protection platform is a web application to be developed by GVC in cooperation with an outsource partner.

The platform will act as the medium to which the field assessment results are sent, from there the platform will communicate with the R-based code (EDGE) via API to generate the PVI score.

Those scores will be used to inform GVC of the vulnerabilities in the assessed communities and clusters, enabling the organization and its partners to plan and implement responses and interventions designed to alleviate the identified vulnerabilities.

The first development phase is focused on supporting the CPA implementation the priority after this phase will be on supporting the IPA and referrals modules.

The initial development and deployment will be done in the Lebanon mission, the long term aim is to develop a scalable platform that can be customized and deployed wherever needed by GVC missions.

Scope

The scope of this document includes:

- Proposed database structure.
- Platform architecture.
- Platform functionality.
- Use cases.

References

Assumptions & Constraints

- Assumptions
 - Development of the platform will be using either Laravel or Django web frameworks.
 - The system will use PostgreSQL as database server.
 - The PVI platform 2 redundant Servers in the first phase, proceeding to scale in a cloud provider.
 - The platform architecture will be scalable and can be easily translated to other languages including Arabic.
- Constraints
 - The PVI platform should not have copyrighted material/source code without the written approval of the owner of the material.
 - PVI platform should respect any applicable legal requirement.
 - Adherence to the EU GDPR should be at the heart of the development process.

Project Phases

This project is divided into a kick-off phase and 2 development phases:

Kick-off Phase:

Prior to the start of development, the service provider and GVC will initiate the project by starting the communication and establishing the premise of the project, this phase contains 3 main components:

Frontend design: design of the platform interface and the user experience.

Database design: agreement on the preferred database structure that will ensure the platform remains modular and accepts future modification and features.

Process design: establishment of user and data flows to be aligned with the delivery milestones.

Phase 1:

- User management
- Dashboard page.
- API integration with ONA
- API integration with EDGE.
- Field officer basic workflow.
- Locations & Admin units management pages.

- Config page to enable/disable features.
- Code should support translation, but in phase 1 should only display english.
- Assessments & assessment types.
- Email & interface notification panel.
- Triggers module

Phase 2 will be fully elaborated before the end of September.

2. Methodology

In the first part, the functional requirements will be presented in order to help the developer setting the architecture of the platform. In the second part, other requirements related to interface, data conversion, Hardware/Software and operations will be presented.

3. Hosting Requirements

2 redundant Linux servers functioning as a live/staging environment or live/fallback environment.

4. Application level specifications

User Requirements

By the end of Phase 1, PVI platform will include the following functions:

- Automatically import data from ONA/ODK API
- Implement the assessment review process outlined in the use case diagram
- Ability to track assessment edits, store the history of the PVI score with the field changes that happened between 2 scores
- A score assigned to a complete assessment is considered an independent point in the PVI history.
- New edits on an assessment after the assessment is flagged as complete should be considered an update and stored as a new assessment.
- Data analysts & Admins will be able to view the minor edits between independent PVI points (meaning ability to view field change submissions before an assessment is considered complete).

System Components

The PVI platform will consist of 4 conceptual components:

- API Integrations
- Data structure
- Frontend

A security layer controls the administrative functions that different users can access

The Dashboard is the front end where the pages and content are managed in the backend.

- **API Integrations**

- 4.2..1. ONA**

- Field assessments get submitted instantly to the platform
 - Each assessment is assigned to the person who filled it on the field
 - Each change in the assessment will send the values to EDGE to calculate PVI
 - This will be used as a history for data analysts to make use of
 - Only scores on validated assessments will be shown to users other than admin & data analyst

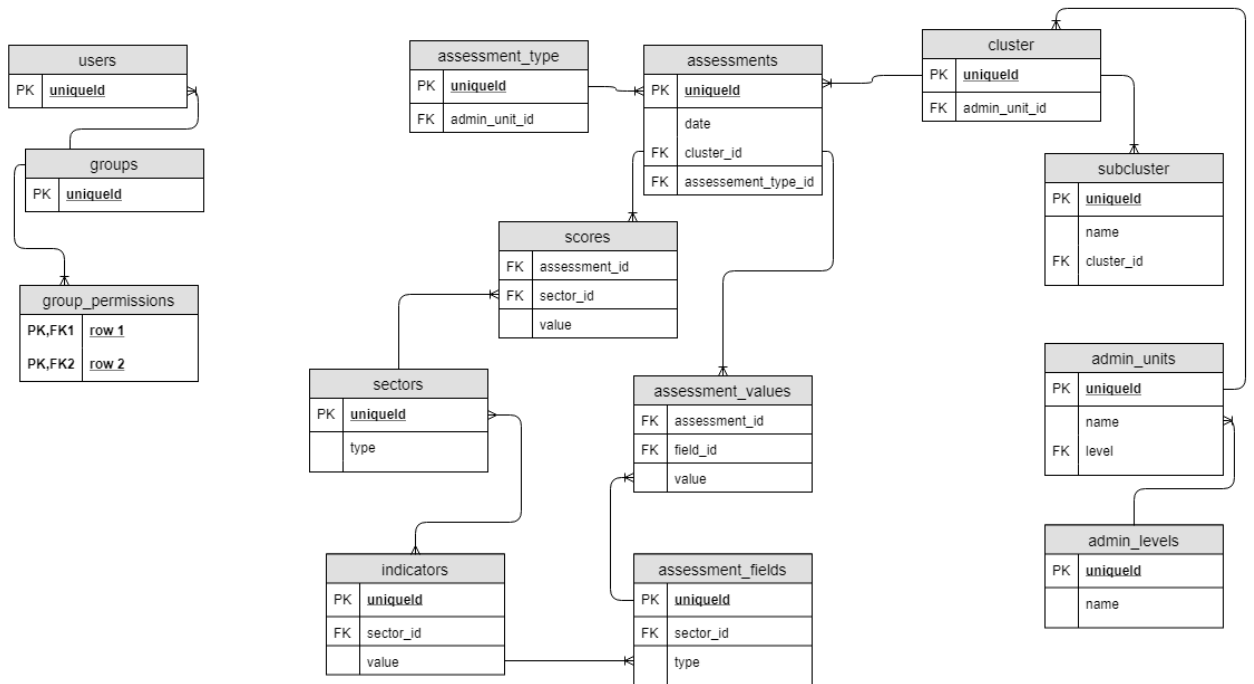
- 4.2..2. EDGE**

- EDGE is an R-language API that will be used to calculate the PVI score.
 - Integration will be with the endpoints deployed and provided by GVC
 - Scoring is divided in to indicators, sectors and a global score (Indexes & sub-indexes might be used as generic term).

Estimated Milestones

- - Integration with ONA (End of September 2018)
- - Indicators & sub-indicators management interface (mid-October 2018)
- - EDGE & Trigger generation (mid-October 2018)
- - Admin interface (End of October)
- - Notifications, Reports & logs (November 2018)
- - Field officer workflow (End of November 2018)
- - Dashboards (December 2018)

• Proposed data structure



• Frontend Use Cases

Role	Action	Module
Admin	Add/edit User	User Management
	Disable/Enable user access	
	Add edit user groups	
	Define group members	
	Define group permissions	
	Add/edit indicator	Configuration
	Link indicator to fields	
	Add/edit sector	
	Link sector to indicators (Aggregation)	
	Edit field properties	Triggers
Define trigger		
Data analyst	see list table of assessments	Assessments
	sort by date, cluster name, score	
	filter assessments by governorate & PVI Range	
	see assessment details	
	click on history tab to view assessment history	
	Flag assessment as validated	

	Assign assessment to a user	
	Define trigger	Triggers
	Add/edit indicator	Configuration
	Link indicator to fields	
	Add/edit sector	
	Link sector to indicators (Aggregation)	
	Edit field properties	
Field Officer	Validate assessment	Assessments
	Request to validate assessment	
All users	View map of clusters	Dashboard
	View list of clusters	
	View cluster details (general score, table with score by sector & indicators)	
	View charts of score history (global, by sector, by indicator)	
	Dismiss notification	Notifications
	View notifications	

5. Other Requirements

Triggers Module

- The triggers module will provide the admin & data analyst with an interface to define assessment data triggers and assign actions to each trigger.
- The module is divided into two interfaces.
- The first interface is the conditions interface, in this interface the user will select an assessment, and select one or multiple fields from this assessment and assign conditions (equal, not equal, contains a certain value).
- The user can select multiple fields and assign conditions, the trigger condition is then calculated when all the listed fields match the selected values.
- The second interface is the actions interface, in which the user selects actions to be applied when the trigger conditions are fulfilled.
- There are 3 actions in phase 1:
 - Adding 1 or multiple notifications from a preset list of notifications
 - Assign an assessment to a user selected from a list of users allowed to have an assessment assigned to them.
 - Add a question from the predefined question bank to the assessment follow up screen.

Audit Trail & Logs

- **Assessment logs:**
 - If the user is admin or data analyst, they should be able to view the history of a cluster's assessment including the value changes before an assessment was flagged as complete.
 - A popup should be available to allow the user to list the fields that have been edited, listing the user, the values and the score resulting from those changes.
- **User logs:**

Fields	Actions
type	login
description	logout
user_logs	failed_login
description	password_change
date & time	notification_view
user	notification_dismiss
action by user	Access to admin section
IP	

Reliability

- Required reliability:
 - Mean-Time-Between-Failure: 30 days
 - Mean-Time-To-Failure: 30 days
 - Mean-Time-To-Repair (Work stopping issues): 1-2 hours

Recoverability

- In the event the application is unavailable to users (down) because of a system failure, function should be restored 1 hour following the failure detection.

- If it's deemed not possible to restore functionality within the 1 hour limit on the production server, disaster recovery protocol should be activated and immediate switch to the backup server should begin.
- The database for the platform must be capable of being restored to its condition of no more than 1 day before the corruption occurred.
- Backups for database should be taken 4 times a day and stored in a location independent from production and backup servers.

System Availability

The application must be available to users 24/7, any planned downtime should be communicated to users 1 week beforehand, and preferably scheduled off working hours.

6. Glossary

PVI/PVI score	protection vulnerability index, the score assigned to a community to assess how vulnerable it is.
Cluster	a community, the word cluster is used as a generic term for the db, in the frontend it will be modified depending on the location we're deploying, it will belong to an admin unit and have coordinates, most probably other than the cluster name, there will be field for "cluster code" which will be entered manually and has a certain format followed throughout projects by GVC.
Subcluster	smaller component of the same community, for example a community might be a camp that is not geographically connected, this should be configurable to be turned on/off depending on deployment.
Assessment	the questionnaire filled by field officers in a specific cluster to start the scoring process, each cluster will have one assessment done, after an assessment is flagged as finalized by the data analyst, any modifications will be considered a new assessment with a new date and process, or after one month of the submission of the assessment, this has not been decided 100% but it's one of those options.
Assessment type	in phase 2 we will add another type of assessments which is an individual or household assessment, so we need to provision this from now.
Assessment fields	individual questions that are in an assessment, those are usually sent with API submissions, each has a specific id (other than the table primary id) which will need to be kept to use as the main id to look at when determining if it's a new field or already entered in the platform, ideally, the first submission of an assessment will add those fields automatically, each field has a specific type.
Assessment values	the value of a field submitted in an assessment, should be a record containing id of field, assessment and value.



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Admin levels	the administrative levels of a country (ex: municipality -> county -> state or neighborhood -> village -> governorate, etc..) this also has it's own page in the admin section and can be modified
Admin units	the specific governorate or county or any of the levels, it would have a name, coordinates and will belong to one admin level.
Sectors & indicators	groups of fields will be combined and flagged as an "Indicator", an "indicator" is the combination of scores of multiple "sectors", which means a pivot table is needed to keep track of different sector and indicator scores through time. The same pivot table will store the global score which is the calculation when all the fields are taken into account.