



GUIDELINES FOR HACKATHON APPLICANTS

Call for Applications under

2019 Eastern Partnership Civil Society Hackathon

14-16 June 2019

Tbilisi, Georgia

NOTICE

This is an open call for hackathon applications. Applications for 2019 EaP Civil Society Hackathon are accepted via the online application system. The deadline for the submission of applications *from civil society activists with ICT tool ideas* is 23.00 (CET) on Monday, April 29, 2019. The deadline for the submission of applications *from IT professionals and graphic designers* is 23.00 (CET) on Monday, May 26, 2019.

Please check the eligibility criteria before applying. When submitting their application applicants must follow all instructions contained in the guidelines and complete the on-line application form. Failure to submit the required information and documentation within the deadline specified may lead to rejection of applications.

Should you have questions regarding your application, please contact ict@eapcivilsociety.eu.

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List of abbreviations

CSO	Civil Society Organisation
EU	European Union
EaP	Eastern Partnership (Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine)
ICT, or IT	Information communication technologies
TA team	Technical Assistance Team





1. Timetable

STEP	DATE	TIME
Call for ICT tool ideas among CSOs and activists opens	12 April 2019	Not applicable
Call for Applications among CSOs and activists for ICT tool ideas announced	12 April 2019	Not applicable
Deadline for requesting clarification	25 April 2019	18.00 CET
TA team responds to queries from applicants	12-26 April 2019	17.00 CET
Applications from CSOs and activists with ICT tool ideas due	29 April 2019	23.00 CET
Notification of shortlisted applicants	10 May 2019	18.00 CET
Shortlisted and rejected applicants are informed of the selection process results	14 May 2019	18.00 CET
E-learning course for shortlisted applicants	13-20 May 2019	Not applicable
EaP Regional Ideathon, Kyiv, Ukraine	24-25 May 2019	-
Ideathon mentors and organisers nominate 20 ICT tool ideas for 2019 EaP Civil Society Hackathon	25 May 2019	-
Webinars for successful applicants	27 May – 10 June 2019	Not applicable
Call for IT professionals and graphics designers opens	12 April 2019	Not applicable
Call for Applications among IT professionals and graphics designers announced	12 April 2019	Not applicable
Deadline for requesting clarification	23 May 2019	18.00 CET
TA team responds to queries from applicants	12 April – 24 May 2019	17.00 CET
Applications from IT professionals and graphics designers due	26 May 2019	23.00 CET
Notification of winning applicants – IT professionals and graphics designers	3 June 2019	18.00 CET
Participants of the Hackathon receive a Letter of Commitment	7 June 2019	Not applicable
Approved and rejected applicants are informed of the selection process results	7 June 2019	18.00 CET
Online meeting of the Hackathon participants: pitching the ICT tool ideas & building the first hack teams	10 June 2019	-
Holding 2019 EaP Civil Society Hackathon, Tbilisi, Georgia	14-16 June 2019	-
Hackathon Jury nominates three top-scoring ICT tool ideas for Digitalisation for Civil Society Award	16 June 2019	-
Restricted Call for Applications among the nominees opens	26 June 2019	Not applicable
Restricted Call for Applications among shortlisted nominees is announced	26 June 2019	Not applicable
Deadline for requesting clarification	11 July 2019	18.00 CET
TA team responds to queries from applicants	26 June – 12 July 2019	18.00 CET
Applications from shortlisted nominees due	15 July 2019	18:00 CET
Notification of winning applicant	6 August 2019	18.00 CET
Approved and rejected applicants are informed of the selection process results	7 August 2019	18.00 CET
Successful applicant receives the Award contract	16 August 2019	-
Development and launch of the winning ICT tool project	September 2019 – March 2020	-

CET – Central European Time



2. Description and Overall Objective

The European Union is committed to supporting civil society in Eastern Partnership countries through developing ICT tools for transparency, accountability, digital participation and public services.

2019 EaP Civil Society Hackathon brings together 60 civil society activists, IT professionals and designers from the Eastern Partnership (EaP) region to work face-to-face on software projects that would enable civil society better to contribute to reforms and democratic changes in their home countries.

The overall goal of the EaP Civil Society Hackathon is to **establish long-term cooperation between civil society and IT community from the EaP region** that would result in developing new ICT tools to empower digital participation of citizens, to improve transparency and communication of governmental decisions and spending, to enable broader participation in decision making process and to advance public services. It is the third hackathon in the series of EaP regional hackathons organised by the European Union's *Eastern Partnership Civil Society Facility – Regional Actions* project.

The Eastern Partnership Civil Society Hackathons are an integral part of the *Eastern Partnership Civil Society Facility – Regional Actions* project.

3. Objectives and Methods of Implementation

2019 EaP Civil Society Hackathon seeks to strengthen the role of civil society in reforms and democratic changes in the EaP region through the development of relevant ICT tools. The ideas of ICT tools proposed by applicants should contribute to better dialogue and partnership between citizens, civil society and governments. Possible topics can be, for example, public monitoring of budget execution, election monitoring, citizens reporting, crime mapping, interactive mapping, citizen journalism, and many others.

2019 EaP Civil Society Hackathon is preceded with the EaP Regional Ideathon, a 1.5 day incubation meeting of civil society activists – authors of ICT tool ideas and the hackathon mentors. The Ideathon will be held on 24-25 May 2019, in Kyiv, Ukraine. All shortlisted applicants – civil society activists who applied with an ICT tool idea – will be invited to the Ideathon, to present their ideas to the Hackathon mentors and organisers, to improve and further develop them. On the second day of the Ideathon, the mentors and the organisers will select 20 ICT tool ideas for the participation in 2019 EaP Civil Society Hackathon in Tbilisi, Georgia.

Participants of the EaP Civil Society Hackathon will work in hack teams consisting of three experts: one subject-matter expert from a civil society organisation (CSO), one IT professional (front-end / back-end developers, web / mobile, full-stack, etc.) and a graphic designer.

Participation in 2019 EaP Civil Society Hackathon is open to all citizens of EaP countries with a strong civil position and real experience of civic work, regardless of their experience in working for a CSO. In this way, the *EaP Civil Society Facility – Regional Actions* pursues to engage young activists outside of traditional CSOs into development of their home countries.



On the final day of 2019 EaP Civil Society Hackathon, the jury and participants will vote for the best ICT tool developed during the Hackathon. Three top-scoring ICT tool ideas by the mixed vote will be nominated for Digitalisation for Civil Society Award, a special facility that seeks to support the full-fledge development of the best ICT tool designed by participants of 2019 Hackathon. The nominees will be invited to apply for the Award within the Restricted Call for Applications.

Based on the applications submitted within this Call, the independent Selection Committee will select one of the three proposed ICT tool ideas for the full development and launch. The decision of the Selection Committee and TA Team on the winner and the amount of the financial support is final.

4. Cost of Participation

Participation in the EaP Civil Society Hackathon is free.

Organisers cover travel and accommodation expenses of 2019 EaP Civil Society Hackathon participants, including:

- travel expenses outside or within the Ideathon host country for the shortlisted applicants: a return trip between the address specified in the application (an EaP country) and the hosting city – Kyiv, Ukraine
- hotel accommodations for the period of the EaP Regional Ideathon (24-25 May 2019)
- meals for the period of the EaP Regional Ideathon (24-25 May 2019)
- daily allowance for the participants outside of Kyiv for the period of the EaP Regional Ideathon (24-25 May 2019)
- travel expenses outside or within the host country for the selected participants of 2019 EaP Civil Society Hackathon: a return trip between the address specified in the application (an EaP country) and the Hackathon hosting city – Tbilisi, Georgia
- hotel accommodations for the period of 2019 EaP Civil Society Hackathon (14-16 June 2019)
- meals for the period of 2019 EaP Civil Society Hackathon (14-16 June 2019)
- daily allowance for the participants outside of Tbilisi for the period of 2019 EaP Civil Society Hackathon (14-16 June 2019)

5. Financial Support Available to Winner

The TA team makes sure the winning ICT tool is fully developed and launched.

The type and amount of support for the winner will be determined on a case-by-case basis depending on the subject matter of the project, technical and innovative value of the project, etc., as well as in accordance with the terms of the memoranda on co-operation between the TA project and the successful applicant.

Next to the financial support, the winner of 2019 EaP Civil Society Hackathon will be provided with supervision, administrative support and assistance in promoting the developed ICT tool.

6. Eligibility Criteria

Participation in 2019 EaP Civil Society Hackathon is open to citizens/residents and CSOs from the Eastern Partnership countries – **Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine**.





Applications from grassroots activists and young IT professionals from across the region are encouraged.

There are three sets of eligibility criteria, relating to:

- (1) the applicants from CSO and activists groups;
- (2) the applicants – IT professionals and graphic designers;
- (3) the ideas of ICT tools.

6.1 Eligibility of applicants from CSOs and activists groups

In order to be eligible for participation in 2019 EaP Civil Society Hackathon the applicant must:

- be a natural person;
- be a national and a resident of one of the Eastern Partnership countries;
- have a proven track record of working in a CSO, groups of civil activists or taking an active role in their communities in at least one EaP country, in one form or another;
- have a good command of English and/or Russian languages.

Upon request of the organisers, shortlisted applicants should provide the following documents:

1. a scanned copy of passport or national identity card as proof of nationality;
2. a letter of support from a relevant CSO, an activists group or a community organisation (if available).

6.2 Eligibility of applicants – IT professional and graphic designers

In order to be eligible for participation in 2019 EaP Civil Society Hackathon the applicant must:

- be a natural person;
- be a national and a resident of one of the Eastern Partnership countries;
- have a proven track record of working in such areas as programming / coding, graphic and web design, interface developing, cloud computing, mobile computing, solutions architecture, etc.
- have a good command of English and/or Russian languages

Upon request of the organisers, shortlisted applicants should provide the following documents:

1. scanned copy of passport or national identity card as proof of nationality;
2. examples of an applicant's work (portfolio).

6.3 Eligibility of ICT tools ideas

Definition

ICT tool is software designed to solve a specific problem, or deal with a specific issue.

Eligible sectors

2019 EaP Civil Society Hackathon accepts ideas of ICT tools that empower digital participation of civil society, improve transparency of public institutions and enable broader citizen involvement in decision making processes, including such areas as:

- **eParticipation:** helping citizens engage in politics and policy-making, making decision-making processes easier to understand and enabling constant feedback and two-way communication



- **eTransparency:** making public sector decisions and actions more open to scrutiny and enabling public control over civil servants, public procurements and budget spending
- **eGovernment and eServices:** improving the activities of public sector organisations, including administration process, information access, connecting citizens and providing public services to them. This also includes mGovernment and mServices solutions
- **Citizens mobilization:** utilizing instruments for citizen journalism to engage and motivate stakeholders and allies for a specific development need or cause
- **Citizens-to-citizens services:** supporting CSOs in providing services to citizens
- **CSO transparency & accountability:** supporting CSOs in improving accountability mechanisms of their organisations and in better linking activities to citizens' needs

Technically, ICT tools developed within the framework of 2019 EaP Civil Society Hackathon may be:

- Web applications (blogs, websites, web-platforms, interactive maps, etc.) and plugins
- Mobile applications
- SMS-based solutions

The proposed ICT tools may cover any or several of the specific areas with a special focus on the activities aimed at engagement and mobilization of local and grassroots communities.

All ideas supported under this programme shall be designed and implemented in accordance with principles of good governance and human rights, gender equality, cultural diversity, environmental sustainability and the inclusion of socially or economically disadvantaged groups, including, but not limited to national/ethnic/religious minorities, disabled persons, children or IDPs, wherever these issues are of particular relevance.

The following types of project ideas are ineligible:

- websites and platforms of individual organisations, institutions, communities, projects, groups, etc., and/or networks of such organisations;
- ICT tools supporting political parties;
- ICT tools including proselytism;
- IT solutions for activities normally carried out by the applicant and/or affiliated entities.

Target audience

Suggested ideas of ICT tools need to target and be utilised by citizens of one or more EaP country.

Number of applications per applicants

The applicant may **not** submit more than one application for this call for Hackathon applications.

7. How to apply and the procedures to follow

To apply for participation in 2019 EaP Civil Society Hackathon, the applicants need to:

1. Check eligibility criteria
2. Collect necessary supporting documents
3. Fill in the online application form at <http://ict.eapcivilsociety.eu/> and submit it before 23.00





(CET) on April 29, 2019, if applying with an ICT tool idea, or before 23.00 (CET) on May 26, 2019, if the applicants are IT professionals or graphic designers.

In order to build long-term partnership and cooperation between civil society and professional IT communities in the EaP region, applicants for 2019 EaP Civil Society Hackathon are encouraged to apply in hack teams that consist of at least one subject-matter-expert from a CSO in the EaP country and one IT professional responsible for the technical implementation of ICT tools.

At the same time, the TA Team provides possibility to civil activists and IT professionals to apply for 2019 EaP Civil Society Hackathon individually.

According to the targeted groups of participants, there are two online application forms for EaP Civil Society Hackathons:

- for civil society activists suggesting an idea for an ICT tool for eDemocracy to be developed within 2019 EaP Civil Society Hackathon, and
- for IT professionals and graphic designers that want to participate in the development of selected ICT tools.

Applications must be submitted in accordance with the instructions in the Hackathon application form and the Guidelines for Hackathon Applicants. Applicants may apply in English and Russian languages. The provided application forms in Annex B are included for information purposes only. In order to submit an application, an applicant should fill in the online application form at <http://ict.eapcivilsociety.eu/> and upload all requested documents in the requested format.

Questions may be sent by e-mail no later than two working days before the deadline for the submission of applications to ict@eapcivilsociety.eu.

To ensure equal treatment of applicants, the Selection Committee cannot give a prior opinion on the eligibility of applicants or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the procedure, will be published at <http://ict.eapcivilsociety.eu/>, as appropriate. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

7.1 ICT tool proposal

Applying with an idea of ICT tool for eDemocracy to be developed at 2019 EaP Civil Society Hackathon, applicants need to describe the proposed ICT tool in brief, indicating:

- the existing problem(s) to be addressed and how the proposed tool will help solving it/them;
- main users of the proposed ICT tool and how they will benefit from the launch of the tool;
- other ICT tools that tackle the same problem (if exist) and the differences with the proposed solution;
- how the proposed ICT tool contributes to the democratic changes in their home country and the EaP region;
- how the proposed ICT tool will be maintained and updated in future.



The development of the proposed ICT tool should start no later than September 1, 2019.

7.2 Applications from IT professionals and graphic designers

IT professionals and graphic designers applying for participation in 2019 EaP Civil Society Hackathon need to:

- detail their work experience in developing IT solutions (portfolio),
- list their areas of expertise, and
- describe their experience of or interest in working with civil society for developing ICT tools for eDemocracy.

8. Evaluation and selection of applications

Applications will be examined and evaluated by the Hackathon Selection Committee with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the applicant and/or the proposed idea of ICT tool do not meet the eligibility criteria stated in Section 6, the application will be rejected on this sole basis.

STEP 1: ADMINISTRATIVE CHECKS AND EVALUATION OF SUBMITTED APPLICATION FORM

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- All requested supporting documents are provided.

If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further. The applications that pass the first administrative check will be evaluated on the relevance and design of the proposed ICT tool.

STEP 2: EVALUATION OF ICT TOOL PROPOSALS

The quality of the applications, including the proposed ICT tool and capacity of the applicants, will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and decision criteria.

The selection criteria help to evaluate the applicant(s)'s motivation and operational capacity to ensure that they:

- are committed to values associated with respect for fundamental human rights;
- have appropriate language skills for participation in the Hackathon;
- are directly responsible for the preparation and management of the proposed ICT tool;
- have management capacity and professional competencies to develop the ICT tool and maintain it throughout the proposed action.



All selection criteria have to be met by an applicant in order to proceed to the next stage (decision criteria stage).

The decision criteria help to evaluate the quality of the applications in relation to the objectives and priorities. They cover the relevance of the proposed ICT tool, its consistency with the objectives of the Hackathon, quality, expected impact, sustainability and cost-effectiveness.

The Selection Committee will use the following criteria for assessing applicants' ideas of ICT tools:

- proposed idea contributes to strengthening democratic changes in an EaP country or improving the quality of public services provided to the citizens
- proposed idea is within one or more key areas, as described in Section 6.3
- proposed idea is in line with / contributes to the implementation of the national policy on the Digital Society development, and/or implementation of the association agreements and/or EaP Digital Agenda
- proposed idea is relevant for more than one country of the EaP region (multiplication effect)
- proposed idea is technically implementable and sustainable
- proposed ICT tool is user-friendly.

The Applications will receive an overall score out of 71 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on the ICT Tool Proposal, which can be found in Section 6 of The Guidelines.

The evaluation criteria are divided into headings and subheadings. Except for Subheading 2.4, each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Subheading	Scores	
1. Operational capacity		15
1.1 Does the applicant have sufficient experience of leading IT projects?	5	
1.2 Does the applicant have sufficient technical expertise? (especially knowledge of the issues to be addressed)	5*2	
2. Relevance of the ICT tool	Sub-score	26
2.1 How relevant is the proposed ICT tool to the objectives and priorities of the Call?	5*2	
2.2 How relevant is the proposed ICT tool to the needs of the society / community?	5*2	
2.3 How clearly defined and strategically chosen are the specific needs / problems to be addressed?	5	
2.4 Does the proposed ICT tool contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples or best practices?	1 (0 = no, 1 = yes)	
3. Effectiveness and feasibility of the action	Sub-score	20
3.1 Is the proposed ICT tool consistent in relation to objectives and expected results?	5*2	
3.2 Is the proposed ICT tool implementable in technical terms?	5*2	
4. Sustainability of the ICT tool	Sub-score	10
4.1 Is the proposed ICT tool likely to have multiplier effects? (Including scope for replication, extension and information sharing.)	5	





4.2 Is the proposed ICT tool sustainable? 1) Financially (how will it be financed / maintained after the funding ends?) 2) Institutionally (will structures allowing the ICT tool to continue be in place after the initial launch? Will there be local 'ownership' of the developed ICT tool?) 3) At policy level (is there legislative framework in place to ensure effective utilization of the proposed ICT tool, etc.?)	5	
TOTAL SCORE		71

***these scores are multiplied by 2 because of their importance*

The Selection Committee will shortlist between 22 and 30 best scoring applications ensuring equal representation of civil society activists from each country and also gender balance. The shortlisted participants will be informed by email of the evaluation results.

These shortlisted applicants will be invited to the EaP Regional Ideathon in Kyiv, on 24-25 May, where they will pitch their ideas to the Hackathon mentors and organisers. Final selection of 20 ICT tool ideas to participate in 2019 EaP Civil Society Hackathon will be done within the EaP Regional Ideathon.

9. Pre-Hackathon Activities: Ideathon and Webinars

All shortlisted applicants – civil society activists will be required to:

1. take a free online course 'IT Project Management for Civil Society Organisations: Basics' (in Russian or English): <http://moodle.eapcivilsociety.eu/course/view.php?id=9>
2. participate in the EaP Regional Ideathon on 24-25 May 2019, in Kyiv, Ukraine, to work on their ICT tool ideas and present them to the Hackathon mentors and organisers. Based on the final presentation of the ICT tool ideas on Day 2 of the Ideathon, the mentors and the organisers will select 20 ICT tool ideas for the participation in 2019 EaP Civil Society Hackathon in Tbilisi, Georgia.

Successful applicants – civil society activists will also be required to participate in at least two online capacity building events – webinars. These webinars aim to build IT-related skills and capacities to manage software development projects, and cover such topics as:

- Management of IT projects, including needs assessment, defining the target audience, their needs and expectations; existing solutions (mobile app, main types of websites) and case analysis, writing a brief on IT project, work planning, budgeting, etc.
- Modern web design: basic rules and trends
- Promotion of IT solutions
- Information security, including information law, copyright and personal digital security.

A special online meeting will be organised for the selected participants to pitch their ideas of ICT tools and build the first hack teams (see the timing table in Section 1).

10. Implementation of the Proposed Action

The selected participants will sign Letter of Commitment (see the timing table in Section 1).





At the final day of 2019 EaP Civil Society Hackathon, the hack teams will present the prototypes or demos of their ICT tools to the Hackathon jury comprising of the Hackathon mentors and organisers, and the participants.

Each participant of the Hackathon votes for one project outside of his/her own, using 10-score scale, from 1 = very low to 10 = excellent. Two top-scoring ICT tool ideas by the public vote and one ICT tool idea selected by the Hackathon jury will be nominated for the Digitalisation for Civil Society Award.

The following criteria will be used for the online vote of the hackathon participants and the jury choice:

1. Innovation value of the proposed ICT tool
2. Impact on the situation and the target group
3. Potential for the replication and scaling up
4. Sustainability of the proposed ICT tool

Authors of the nominated ICT tool projects will be invited to submit full application for the development and launch of their ICT tool ideas. Based on the applications received, an independent Selection Committee comprising of at least four experts will select the winning ICT tool project – recipient of the Award.

The winner will receive support from the TA team for the full-fledged development of the proposed ICT tool, until the launch of the developed ICT solution.

The support is designed in a way to allow the winner to implement his/her idea in two ways:

- **Engagement of additional technical expertise** for those who lack relevant human capacities and resources to fully implement the ICT tool. The support will help to cover the expenses relevant for the full implementation and launch of the winning tool. It may include hiring IT specialists, obtaining additional software, paying for a domain name and hosting at least for one-year period, getting access to the state registers and/or visual databases, etc.
- **Recruiting services of IT agency/company.** The winning team prepares at least three proposals from IT companies (quotes and agencies' experience in developing similar solutions) and submits to the project and Contracting Authority for final approval. The project provides a formal agreement to be signed with the IT company and the winner that identifies the roles and responsibilities for each party.

The financial support to the winner will be provided in line with the conditions specified in a standard contract. Next to the financial support, the TA team will provide the Award recipient with supervision, administrative support and assistance in promoting the developed ICT tool.

The TA team will monitor the development and launch of the winning ICT tool.

After completion, the Award recipient must submit a final report to demonstrate the results of the developed ICT tool. An outline of the report is presented in Annex A.



10.1 Intellectual property rights and liabilities

Authors of the winning ideas of ICT tools keep intellectual property rights and subsequent liabilities with regards of the developed ICT solution, including the liability to observe international and national copyright laws.

The winners are obliged to support, maintain and update (if needed) the developed ICT tool for a period of not less than 3 years following its launch.

The winners are obliged to provide free and unimpeded access to the developed ICT tool to all citizens – final users of the solution.

10.2 Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed the development of the ICT tool.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at https://ec.europa.eu/europeaid/communication-and-visibility-manual-eu-external-actions_en).

10.3 ALUMNI NETWORK

TA team will invite alumni of 2019 EaP Civil Society Hackathon to join the EaP Civil Society Hackathon Network. Alumni will be encouraged to participate in the events organized by the project (for example, participation in EaP Civil Society Fellowship programme), to contribute to a database of the alumni's ideas of ICT tools for eDemocracy, take part in debates as speakers, elaboration of small common projects, info sessions.



Annexes

Annex A: Final Report Outline (submitted in English only)

Agreement ID:

Fellowship Recipient Name:

Action title:

Dates of Implementation:

Development studio (if applicable):

Report Outline

- a) Executive Summary
- b) Objectives of the ICT tool
- c) Major achievements, including the number of users of the developed ICT tool and outreach
- d) Major challenges
- e) Follow-up & plans for further development and promotion of the ICT tool among target users
- f) Recommendations and personal remarks.

Appendix: Financial report





Annex B: Application Forms (for information purpose only)

Provide by the request to TA Team at ict@eapcivilsociety.eu

