



GUIDELINES FOR HACKATHON PARTICIPANTS

2020 Online Eastern Partnership Civil Society Hackathon

May-July 2020

Online

NOTICE

Applications for the 2020 EaP Civil Society Hackathon are accepted via the online application system. Applications from civil society activists with ideas of digital solutions were accepted until 23.00 (CET) on Monday, February 17, 2020.

The deadline for the submission of applications *from IT professionals and graphic designers* is 23.00 (CET) on Monday, June 29, 2020.

Please check the eligibility criteria before applying. When submitting their applications, applicants must follow all instructions contained in the Guidelines and complete the online 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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1. Description and Overall Objective

The European Union is committed to supporting civil society in the Eastern Partnership (EaP) countries by developing digital solutions for better transparency, accountability, participation and public services.

The 2020 Online EaP Civil Society Hackathon brings together 45 civil society activists, IT professionals and designers from the Eastern Partnership region to work 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 the IT community from the EaP region** that would result in developing new digital products (ICT tools) to empower the digital participation of citizens, to improve transparency and communication of governmental decisions and spending, to enable a broader participation in decision making processes and to advance public services. The 2020 Hackathon will be the fourth 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.

2. Objectives and Methods of Implementation

The 2020 Online EaP Civil Society Hackathon seeks to strengthen the role of civil society in reforms and democratic changes within the EaP region through the development of relevant digital solutions. The digital tools proposed by applicants should contribute to better dialogue and partnership between citizens, civil society and governments.

The 2020 Online EaP Civil Society Hackathon is preceded by the EaP Online Regional Ideathon, an intensive two-week online incubation session of up to 36 civil society activists – authors of ideas of digital solutions who applied within the Call for Applications in January-February 2020 and were shortlisted by the Hackathon organisers and Ideathon mentors. **The Ideathon will be held online from 12-28 June 2020.** During the Ideathon the shortlisted applicants will present their ideas to the Hackathon mentors and organisers, improve their skills in designing a civic tech project, work individually with the mentors to improve and further develop their ideas, and prepare the final pitches. On the last days of the Ideathon, the applicants will pitch their improved ideas to the mentors and the organisers, who will select up to 15 ideas for participation in the 2020 Online EaP Civil Society Hackathon.

The 2020 Online EaP Civil Society Hackathon will be held over 2-3 weeks in July 2020. During this time, up to 15 selected civil society activists will be working on the prototypes of their software products with up to 30 selected IT professionals and designers from the EaP countries. The teams will get support, supervision and advice from guest speakers and mentors, in the form of common webinars and individual consultations by request.



The teams will be built during the first days of the 2020 Online Hackathon: up to 15 authors of the selected ideas will pitch their digital solutions to up to 40 IT professionals and designers shortlisted by the Project team among those who applied within the Call in February-March and in June 2020 at a common online session. Afterwards, the participants will have up to 4 days to build their hack teams, each consisting of 3 persons: the author of the idea and two technical specialists. The participants will be building the teams independently, with the support of the Hackathon Coordinator if required. The Hackathon Coordinator will then verify the teams' line-up; the IT professionals and designers in the hack teams will be formally engaged by the Project and will receive remuneration for their work on the prototypes.

On the final day of the Hackathon, the teams will present their prototypes to the Hackathon organisers, mentors and other participants. The participants and mentors will vote for the best IT solution developed during the Hackathon. Up to 7 top-scoring ideas (4 by the participants' vote and 3 by the mentors' vote) will be nominated for 2020 Digitalisation for Civil Society Award, seeking to support the full-fledged development of the best solution(s) designed by the 2020 Hackathon participants. The nominees will be invited to apply for the Award within a Restricted Call for Applications.

Based on the applications submitted within the Call, an independent Selection Committee will select up to two of the proposed IT tool ideas for full development and launch. Following approval of the European Commission, the decision of the Selection Committee and EU-funded project team on the winner(s) and the amount of the financial support to be awarded is final.

Both the 2020 Ideathon and Hackathon will be delivered using three main platforms: ZOOM (for webinars with mentors, opening / closing sessions and pitches), Slack (for consultations with mentors and teamwork) and Trello (for building hack teams).

3. Cost of Participation

The cost of participation in the 2020 Online EaP Civil Society Hackathon is to be covered by the European Commission.

4. Financial Support Available to Winner(s)

The EU-funded project makes sure the winning digital solution(s) is(are) developed and launched.

The type and amount of support for the winner(s) 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 of co-operation between the TA project and the successful applicant.

In addition to financial support, the winner(s) of the 2020 Online EaP Civil Society Hackathon will be provided with mentor and administrative support, and with assistance in promoting the developed IT solution.





5. How to Apply and Procedures to Follow

Participation in the 2020 Online EaP Civil Society Hackathon is open to all 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.

A Call for Applications from civil society activists with ideas of digital solutions for the 2020 Hackathon was held from 31 January – 17 February. From this, the Selection Committee shortlisted 36 applications with ideas of digital solutions from 6 EaP countries, originally to be presented at the 2020 EaP Regional Ideathon planned for 13-14 March in Chisinau. Due to the COVID-19 pandemic and related restrictions, the face-to-face ideathon in Chisinau had to be cancelled for 2020 and replaced with the online process described in these Guidelines. However, the selection results remain valid for the 2020 Online EaP Civil Society Ideathon and Hackathon.

In order to build long-term partnerships and cooperation between civil society and professional IT communities in the EaP region, applicants for the 2020 EaP Civil Society Hackathon were 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 IT tools.

At the same time, the EU-funded Project includes the option for IT professionals and designers to apply for the 2020 Online EaP Civil Society Hackathon individually.

A Call for Applications from IT professionals and graphic designers for the 2020 Hackathon was held from 31 January – 6 March, and will be re-opened in June 2020.

To apply for participation in the 2020 Online EaP Civil Society Hackathon, interested IT professionals and graphic designers need to:

1. Check the eligibility criteria;
2. Collect all necessary supporting documents as described below;
3. Fill in the online application form at <http://ict.eapcivilsociety.eu/> and submit it **before 23.00 (CET) on June 29, 2020**.

Applications from IT professionals and graphic designers must be submitted in accordance with the instructions included in the Hackathon application form and the Guidelines for the Hackathon. Applicants may apply in English or Russian. 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 format specified.

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. 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 above-mentioned website regularly in order to be informed of the questions and answers published.



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

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

5.1 Eligibility of applicants – IT professionals and graphic designers

In order to be eligible for participation in the 2020 Online EaP Civil Society Hackathon the applicant must:

- be a natural person;
- be a citizen of one of the Eastern Partnership or the EU countries. However, preference will be given to citizens of the EaP countries;
- have a proven track record of working in such areas as programming/coding, graphic and web design, UI developing, cloud computing, mobile computing, solutions architecture, etc.;
- have a good command of English and/or Russian.

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

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

5.2 Evaluation of applications from IT professionals and graphic designers

IT professionals and graphic designers applying for participation in the 2020 EaP Civil Society Hackathon need to:

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

Applications will be examined and evaluated by the Hackathon Selection Committee with the possible assistance of external assessors. All applications from IT professionals and graphics designers will be assessed against the technical requirements for developing prototypes of the ideas of digital solutions selected for the participation in the 2020 Online EaP Civil Society Hackathon.

The Selection Committee will shortlist up to 40 IT professionals and graphic designers, to participate in the hack team building process. The participants will be building the teams online independently, with the support of the Hackathon Coordinator if required. The Hackathon Coordinator will then verify the teams' line-up; the IT professionals and graphic designers in the verified hack teams will be contacted by the EU-funded project to be formally engaged by the Project and will be eligible for remuneration.

6. Pre-Hackathon Activities: 2020 Online EaP Regional Ideathon

All shortlisted civil society activists are encouraged to take the free online course '*IT Project Management for Civil Society Organisations: Basics*' (in Russian or English), available on the Project's e-learning hub: <http://moodle.eapcivilsociety.eu/course/view.php?id=9>.



They are also required to participate in the Online EaP Regional Ideathon on 12-28 June 2020, to work on their ideas for digital solutions and present them to the Ideathon mentors and organisers. The final selection of the 15 ideas of digital solutions to participate in the 2020 Online EaP Civil Society Hackathon will be done based on the final presentations (pitches) of their solutions on 26-28 June. All Ideathon mentors will vote independently on the proposed ideas and selection will be based on the aggregated scores. The participants will be informed of the selection results no later than 29 June 2020.

The 2020 Online EaP Regional Ideathon consists of the following activities which the civil society activists and authors of the ideas are required to participate in:

- Introductory online meeting with the organisers, mentors and shortlisted applicants on ZOOM;
- At least two online capacity building events – webinars delivered by the Ideathon mentors. These webinars aim to build their IT-related skills and capacities to manage software development projects, and cover such topics as product targeting, success stories and failure cases, good practices, pitching and presentation techniques, etc.;
- At least two individual consultations with the Ideathon mentors to refine and improve their ideas of digital solutions and prepare the final presentations/pitches according to the suggested template;
- Online pitching day(s) in ZOOM: the participants pitch their ideas to the Ideathon organisers and mentors.

7. Implementation of the 2020 Online EaP Civil Society Hackathon

The 2020 Online EaP Civil Society Hackathon will be held from 10 July until 2 August 2020 and consists of the following compulsory activities:

- Introductory online meeting with the organisers, mentors and participants on ZOOM;
- Building hack teams on Trello, each consisting of three persons: the author of the idea and two technical specialists;
- Capacity building week: at least three online capacity building events – webinars delivered by the Hackathon mentors on civic tech related topics (product targeting, success stories and failure cases, good practices, pitching and presentation techniques, etc.);
- At least two individual consultations with the Hackathon mentors to refine and improve their prototypes of digital solutions and prepare the final presentations/pitches according to the suggested template;
- Online common meeting with the Hackathon Coordinator and mentors on ZOOM, to provide guidelines and instructions for the final pitches;
- Online pitching day in ZOOM & voting: the participants pitch their ideas to the Hackathon organisers, mentors and participants; the participants and mentors vote on the IT solutions developed during the Hackathon.

The 2020 Online EaP Civil Society Hackathon will start with an online introductory meeting of the Hackathon organisers, mentors and participants, where the authors of the ideas selected at the Ideathon will pitch their digital solutions to the Hackathon mentors and IT professionals and designers shortlisted by the EU-funded project. The participants will have up to 4 days to independently build their hack teams. The Hackathon Coordinator will then verify the teams' line-up;



the IT professionals and designers in the hack teams will be formally engaged by the Project (see Section 5.2 above).

On the final day of the Hackathon, the teams will present their prototypes to the Hackathon organisers, mentors and other participants. Each participant of the Hackathon evaluates all projects with the exception of his/her own, using a 10-score scale, from 1 = very low to 10 = excellent. The four top-scoring ideas for IT solutions selected based on the participants' vote, and three top-scoring idea selected by the Hackathon mentors will be nominated for the Digitalisation for Civil Society Award, meant to support the full-fledged development of the best solution(s) designed during the 2020 Hackathon.

The following criteria will be used for the online evaluation of the presented IT solutions by the Hackathon participants and the Jury:

1. Feasibility of the proposed solution;
2. Impact on the situation and the target group;
3. Potential for replication and scaling up;
4. Sustainability of the proposed solution.

8. Implementation of the Proposed Action(s)

Authors of the nominated digital solutions will be invited to submit full applications for the development and launch of the proposed IT products. Based on the applications received, an independent Selection Committee comprising of at least four experts will select one or more IT solutions as recipient of the Award.

The winner(s) will receive support from the EU-funded Project for the full-fledged development of the proposed IT solution(s), until the launch of the developed IT product(s).

The support is designed to allow the winner(s) to implement his/her idea in two ways:

- **Engagement of additional technical expertise** for those who lack relevant capacities and resources to fully implement the IT solution. The support will help to cover the expenses relevant for the full implementation and launch of the winning IT tool(s). It may include hiring IT specialists, obtaining additional software, paying for a domain name and hosting for at least one year, 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.

Financial support to the winner(s) will be provided in line with the conditions specified in a standard Award Agreement. Ancillary to the financial support, the EU-funded project will provide the Award recipient(s) with supervision, administrative support and assistance in promoting the developed digital solution.





The EU-funded project team will monitor the development and launch of the winning solution(s).

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

9.1 Intellectual property rights and liabilities

Authors of the winning ideas for digital solutions keep intellectual property rights and subsequent liabilities with regards to the developed IT products, including the liability to observe international and national copyright laws.

All winners of the Digitalisation for Civil Society Award are obliged to support, maintain and update (if needed) the developed IT product for a period of not less than 3 years following its launch.

The winners are also obliged to provide free and unimpeded access to the developed IT product to all citizens/end users of the solution.

9.2 Visibility

The winner(s) must take all necessary steps to publicise the fact that the European Union has financed the development of the IT solution.

The winner(s) 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).

9.3 Alumni Network

The EU-funded project team will invite the alumni of the 2020 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 online courses), to contribute to a database of the alumni's ideas for civic tech projects and take part in events as speakers.



Annexes

Annex A: Tentative Timetable of the 2020 Online EaP Civil Society Hackathon

STEP	DATE	TIME
Call for IT professionals and graphics designers re-opens	5 June 2020	Not applicable
Re-opened call for Applications among IT professionals and graphics designers announced	5 June 2020	Not applicable
Confirming the participation of the shortlisted civil society applicants	May - June 2020	Not applicable
Confirming the applications from the IT professionals and graphics designers submitted within 31 January – 6 March	May - June 2020	Not applicable
Deadline for IT professionals and graphics designers to request clarifications	25 June 2020	18:00 CET
EU-funded Project responds to queries from IT professionals and graphic designers	until 26 June 2020	17:00 CET
Online EaP Regional Ideathon	12 - 28 June 2020	-
Ideathon mentors and organisers nominate up to 15 ideas of digital solutions for the 2020 Online EaP Civil Society Hackathon	28 June 2020	-
EU-funded project informs the Ideathon participants on the voting and selection results	29 June 2020	-
Applications from IT professionals and graphics designers due	29 June 2020	23:00 CET
Notification of successful applicants – IT professionals and graphics designers	6 July 2020	18:00 CET
Selected and rejected IT professionals and graphics designers are informed of the selection process results	8 July 2020	18:00 CET
Online meeting of the Hackathon participants: pitching the ideas of digital solutions & launching the building hack teams process	10 July 2020	-
2020 Online EaP Civil Society Hackathon	10 July - 2 August 2020	-
Up to 7 top-scoring ideas of digital solutions are nominated for the 2020 Digitalisation for Civil Society Award	2 August 2020	-
Restricted Call for Applications among the nominees opens	10 August 2020	Not applicable
Restricted Call for Applications among shortlisted nominees is announced	10 August 2020	Not applicable
Deadline for requesting clarification	20 August 2020	18:00 CET
EU-funded project responds to queries from applicants	10 - 21 August 2020	18:00 CET
Applications from shortlisted nominees due	24 August 2020	18:00 CET
Notification of the winning applicant(s)	14 September 2020	18:00 CET
Successful and rejected applicants are informed of the selection process results	16 September 2020	18:00 CET
Successful applicant(s) receives the Award contract	1 October	-
Development and launch of the winning digital solution (IT product)	October 2020 - early April 2021	-

CET – Central European Time



Annex B: 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



Annex C: Final Report Outline (to be 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 digital solution
- c) Major achievements, including the number of users of the developed IT tool and outreach
- d) Major challenges
- e) Follow-up & plans for further development and promotion of the IT solution among target users
- f) Recommendations and personal remarks.

Appendix: Financial report





Annex D: Application Forms (for information purposes only)

Provided on request by the EU-funded project at ict@eapcivilsociety.eu

