GUIDELINES FOR HACKATHON APPLICANTS

Call for applications under

2022 EU-EaP Civil Society Hackathon:
Hack4Youth

May - June 2022

Online & Offline

NOTICE

This is an open call for hackathon applications. Applications for the 2022 EU-EaP Civil Society Hackathon are accepted via the online application system. The deadline for the submission of applications *from civil society activists with ideas of digital solutions* is 23.00 (CET) on Monday, April 18, 2022. The deadline for the submission of applications *from IT professionals and graphic designers* is 23.00 (CET) on Monday, May 23, 2022.

Please check the eligibility criteria before applying. When submitting their applications, the 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.

Contents

1. Background

The European Union is committed to supporting civil society in Eastern Partnership (EaP) countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine) and as such channels part of its support through its **Eastern Partnership Civil Society Facility**. In coordination with a range of projects and programmes, the EaP Civil Society Facility project sets out to strengthen the role and increase the capacity of civil society organisations (CSOs) and activists in the Eastern Partnership to engage in the policy making processes and policy dialogue, promote reforms and public accountability, foster local democracy, local development and engage citizens in public debate. The EaP Civil Society Facility was established in 2011 and the current phase of the project is for the period 2021 to 2024.

EaP Civil Society Hackathons were part of the EaP Civil Society Facility since 2017 and supported the development and launch of five civic tech[1] solutions. Civil Society Hackathons are competitions in which civil society activists, mentors, developers and designers meet to engage in collaborative computer programming to develop digital solutions addressing societal challenges. Thus, Civil Society Hackathons provide the opportunities, the environment, mentoring, technical and financial support to follow through with the development of the best ideas. Details about the digital solutions prototyped within the previous hackathons can be found on the Bank of IDEAS website (https://ideas.eapcivilsociety.eu/). Applicants are advised to review these digital solutions ideas in order to better understand what is possible within the programme and avoid unnecessary duplication.

The EU-EaP Civil Society Hackathon programme is now entering an expanded phase, with an aim to identify and support the development of 10 new digital solutions over the next 3 years. In line with the annual thematic focus for the EaP Civil Society Facility, each year the Hackathon programme will give preference to proposals which fit the annual theme. In 2022, the annual theme falls within the the 2022 *European Year of Youth,* which aims to contribute to three specific Youth Goals: #1 Connecting EU with Youth, #2 Equality of All Genders, and #3 Inclusive Societies[2].

2. Hackathon Objective and Annual Theme

The 2022 EU-EaP Civil Society Hackathon seeks to unleash the potential of digital technologies in order to contribute to improved transparency and accountability in the EaP countries, as well as in order to address the concrete needs of communities, and/or lead to the improvement of public services.

The Hackathon will bring together around 50 civil society activists, IT professionals and designers from the EaP countries to work on civic tech projects addressing the needs of communities, helping citizens to better hold their governments to account and/or leading to the improvement of public services in their home countries.

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[1] Civic technology, or civic tech, are public, social or private initiatives that contribute to enhance the citizens' power to act, facilitate public participation, increase the transparency of the public sector, and improve the delivery of services (usually by government) to the people. Source: https://wesolve.app/exploring-civic-tech-and-gov-tech/

[2] For more information visit: https://ec.europa.eu/commission/presscorner/detail/en/IP_21_5226

The 2022 EU-EaP Hackathon is titled 'Hack4Youth' and is focused on the societal challenges faced by young people[3] in the EaP countries. This means that, without excluding other ideas, preference will be given to ideas for digital solutions that:

- address a specific challenge faced by young people on one or more EaP country; and/or
- are designed to be used primarily by young people from one or more EaP country; and/or
- are proposed by a young civil society activist[4] and/or a person affiliated with a youth CSO or informal group.

All applications to the Hackathon programme which match the eligibility requirements in Section 6 below and which are in line with the objective described above will be considered by the Selection Committee. Applications which contribute to the annual theme of the 2022 EU-EaP Hackathon and meet one or more of the points listed above will receive an additional evaluation scoring point as described in Section 8 below.

3. Hackathon Implementation

Participation in the EU-EaP Civil Society Hackathons is open to all citizens of the EaP countries with a strong civic engagement and real experience of civic work, regardless of their experience in working for a CSO. The EaP Civil Society Facility pursues to engage young activists outside of traditional CSOs in the development of their home countries.

The 2022 EU-EaP Civil Society Hackathon will be held in a hybrid format. Most of the activities (pitching, individual consultations with mentors, workshops, work on the prototypes, etc.) will be held online. Depending on the actual quarantine restrictions, travel and gathering requirements in each EaP country, the hackathon organisers will strive to bring together participants and mentors for specific simultaneous offline sessions (offline hack day) either within their home countries, or in 2-4 selected locations.

The Hackathon participants will work in hack teams consisting of three or more experts. As a minimum, each team shall include:

- the author of the respective digital solution idea (a civil society representative and a subject-matter expert) who will act as the team lead of his/her hack team and be fully responsible for the development process and the outcome,
- a graphic designer, and
- one or more developers (a full-stack developer or one front-end and one back-end developer, depending on the technical aspects of the proposed solution).

Considering its hybrid nature, **applications to the 2022 EU-EaP Civil Society Hackathon are accepted only from teams** with at least a minimum set of technical skills to develop a prototype of the proposed digital solution. Whenever possible, these teams will be complemented with technical experts (developers, designers, data experts, QA experts, product owners, business analysts, etc.) selected within this Call for Applications. The civil society activists who want to apply for the Hackathon with

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[3] The Eastern Partnership Civil Society Facility project uses the Eurostat definition of the youth, i.e. between 15 and 29 years old: https://ec.europa.eu/eurostat/web/youth.

[4] In this context, considering the minimum age requirements for the EU-EaP Hackathon participants, a young civil society activist is defined as being between 18 and 29 years old.

an idea for a digital solution but do not have a team, may contact the EaP Civil Society Facility team at ict@eapcivilsociety.eu for referral to potential team members before submitting the application.

The 2022 EU-EaP Civil Society Hackathon has the following stages:
- The Online Regional Ideathon (May 5-21, 2022)
- The EU-EaP Civil Society Hackathon (June 2-25, 2022)
- The Digitalisation for Civil Society Award (July-August 2022)
- The development and launch of the supported digital solutions (September 2022 – April 2023)

Stage 1: Online Regional Ideathon

The 2022 EU-EaP Civil Society Hackathon starts with the Online Regional Ideathon, an intensive two-week online incubation session for civil society activists – authors of ideas for digital solutions (applicants), and Ideathon mentors[5]. **The Ideathon will be held online from the 5th to the 21st of May 2022,** and will take up to 40 hours of a participant's time. Up to 25 ideas for digital solutions submitted within the open Call for Applications for the 2022 EU-EaP Civil Society Hackathon will be shortlisted by the Evaluation Committee to be presented at the Ideathon, with at least 3 ideas coming from each EaP country: Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. During the Ideathon shortlisted applicants will present their ideas to the mentors and organisers (the EaP Civil Society Facility project team), improve their skills in designing a civic tech project, work individually with the mentors to improve and further develop their ideas, and prepare their final pitches. Participation of the authors of the ideas in the Ideathon is compulsory; participation of other team members (designers, developers, etc.) is desirable but not required. 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 2022 EU-EaP Civil Society Hackathon.

Stage 2: EU-EaP Civil Society Hackathon

The 2022 EU-EaP Civil Society Hackathon will be held from the 5th to the 25th of June 2022, **in a hybrid format**. During this time, up to 15 selected civil society activists will be working on the prototypes of their civic tech solutions with their teams consisting of IT professionals and designers from the EaP countries.

The teams will be finalised during the first days of the 2022 Hackathon: a common online session will be organised, in which up to 15 authors will pitch their digital solutions to individual IT professionals and designers shortlisted by the Project team among those who applied within the Call. Participants will have up to 4 days to finalise their hack teams. 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 hackathon teams will get support, supervision and advice from Hackathon mentors through webinars and individual consultations.

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[5] Mentors (Ideathon and Hackathon) are experts and professionals with hands-on experience in civic tech and/or IT project management, who guide and advise the participants on finetuning their ideas and developing the prototypes

On the 18ᵗʰ of June, hackathon participants from each EaP country (or from 2-3 EaP countries) will be invited to meet face-to-face for an **offline hack day**, to consult with locally based Hackathon mentors, work on their projects, participate in the workshop(s), and network with other participants. The hack day and the related logistics are subject to the actual country-specific quarantine restrictions on travelling and public gatherings; participants will be informed of the arrangements no later than 2 weeks before the event.

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 evaluate digital solutions developed during the Hackathon. Up to 5 top-scoring ideas (3 by the participants' vote and 2 by the mentors' vote) will be nominated for the 2022 Digitalisation for Civil Society Award, seeking to support the full-fledged development of the best solution(s) designed by the 2022 Hackathon participants.

The 2022 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 finalizing hack teams).

Stage 3: Digitalisation for Civil Society Award

In July 2022, the authors of the digital solutions nominated for the **2022 Digitalisation for Civil Society Award** will be invited to apply for the support within a Restricted Call for Applications.

An independent Selection Committee will select one or more ideas of civic tech solutions for full development and launch. Following approval of the European Union, the decision of the Selection Committee and the EaP Civil Society Facility team on the winner(s) and the amount of the financial support to be awarded will be announced.

4. Cost of Participation

The cost of participation in the 2022 EU-EaP Civil Society Hackathon will be covered by the European Union, and includes:
- If required, travel expenses outside or within the hosting countries for the participants of the offline hack day who are based outside of the hosting cities: a return trip between the address specified in the application (an EaP country) and the hosting city as defined by the hackathon organisers;
- hotel accommodations (average of 2 nights) for the participants based outside of hosting cities, for the period of the offline hack day (provisionally 18ᵗʰ of June 2022);
- meals for the period of the offline hack day (provisionally 18ᵗʰ of June 2022);
- daily allowance for the participants based outside of hosting cities, for the period of the offline hack day (provisionally 18ᵗʰ of June 2022).

5. Financial Support Available to Winner(s)

The EaP Civil Society Facility team makes sure the winning digital solution(s) is(are) developed and launched and put into use for its purpose.

The type and amount of support for the winner(s) will be determined on a case-by-case basis depending on the needs, 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 EaP Civil Society Facility and the successful applicant.

In addition to financial support, the winner(s) of the 2022 EaP Civil Society Hackathon will be provided with mentor and administrative support, and with assistance in promoting the developed civic tech solution.

6. Eligibility Criteria

Participation in the 2022 EU-EaP Civil Society Hackathon is open to all citizens and CSOs from the Eastern Partnership countries – **Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine**. Applications from grassroots activists and young professionals from across the region are encouraged.

There are three sets of eligibility criteria, relating to:
(1) the applicants from civil society (authors of the ideas of civic tech solutions).
(2) the applicants – IT professionals and graphic designers.
(3) the ideas of digital solutions.

6.1 Eligibility of applicants from civil society (authors of the ideas of civic tech solutions)

In order to be eligible for the 2022 EU-EaP Civil Society Hackathon the applicant must:
- be a natural person;
- be a national of one of the Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine);
- be above 18 years old;
- have a proven track record of civic engagement, for example, of working (including by volunteering) in a CSO, groups of civil activists or taking an active role in his/her community in at least one EaP country;
- have a good command of English and/or Russian;
- assume responsibility and show commitment for the digital solution proposed, by gathering an initial team with the skills required to develop a prototype of the proposed solution.

Upon request of the organisers, shortlisted applicants should provide the following documents:
1. a copy of the passport or national identity card as proof of citizenship and age, or any other valid document proving the nationality and age of the applicant;
2. a letter of support from a relevant CSO, an activists group or a community organisation (if available).

6.2 Eligibility of applicants – IT professionals and graphic designers

In order to be eligible for the 2022 EU-EaP Civil Society Hackathon the applicant must:
- be a natural person;
- be a national of one of the Eastern Partnership countries (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine);
- be above 18 years old;

- have a proven track record of experience as an UX/UI or graphic designer, software developer (web, mobile, frontend, backend, full stack), quality assurance specialist, business analyst, product manager / product owner, data analyst, web or data architect, etc.
- have a good command of English and/or Russian.

Upon request of the organisers, shortlisted applicants should provide the following documents:
1. a copy of the passport or national identity card as proof of citizenship and age, or any other valid document proving the nationality and age of the applicant;
2. examples of the applicant's work (portfolio).

6.3 Eligibility of the ideas of digital solutions

As described in the sections above, the 2022 EU-EaP Hackathon is focused on those societal challenges faced by young people[6] in the EaP countries. Therefore, preference will be given to ideas for digital solutions that:
- address a specific challenge faced by young people on one or more EaP country; and/or
- are designed to be used primarily by young people from one or more EaP country; and/or
- are proposed by a young civil society activist[7] and/or a person affiliated with a youth CSO or informal group.

Other digital solutions will be accepted as well, provided they address the needs of communities, help citizens to better hold their governments to account and/or lead to the improvement of public services in one or more EaP country.

Irrespective of whether proposed solutions address the needs of youth or focus on other societal issues, the solutions are expected to fall within one or several of the following technical categories:
- **e-Participation:** helping citizens engage in policy- and decision-making, making the processes easier to understand and/or access, and enabling constant feedback and two-way communication;
- **e-Transparency:** making public sector decisions and actions more open to scrutiny and enabling public control over civil servants, public procurements and budget spending;
- **Citizens mobilization**: utilizing online tools to engage and motivate citizens, 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 the accountability mechanisms of their organisations and in better linking activities to citizens' needs;
- **e-Government and e-Services**: improving access to the information on public sector organisations, connecting citizens and improving quality of public services.

Civic tech solutions developed within the framework of the EU-EaP Civil Society Hackathon shall foresee strong 'user-system' interaction. Technically, such solutions may be implemented as:
- web applications (blogs, websites, web-platforms, interactive maps, etc.);

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[6] The Eastern Partnership Civil Society Facility project uses the Eurostat definition of the youth, i.e. between 15 and 29 years old: https://ec.europa.eu/eurostat/web/youth.

[7] In this context, considering the minimum age requirements for the EU-EaP Hackathon participants, a young civil society activist is defined as being between 18 and 29 years old.

- mobile applications;
- desktop application;
- plugins and widgets;
- SMS-based solutions.

The proposed digital solutions should be technically feasible, sustainable, and realistically implemented within a 10-month period and an expected budget of EUR 12,000.

The proposed solutions may cover any or several of the specific areas above. Preference will be given to applicants whose proposed digital solutions contribute to the annual theme and do not duplicate previously supported solutions. All applicants are advised to check previous Hackathon winners: https://eapcivilsociety.eu/hackathons/civil-society-digitalisation-award.

All digital solutions supported under the EU-EaP Civil Society Hackathon programme shall be designed and implemented in accordance with the 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/sexual orientation minorities, persons with disabilities, children or internally displaced persons, wherever these issues are of particular relevance.

Ineligible ideas of digital solutions
The following types of digital solutions ideas are ineligible:
- pure information (news) websites and pages, with little or no 'user-system' interaction;
- pure for-profit (commercial) IT products, with little or no social value;
- upgrading or maintaining existing (i.e., launched and functioning) platforms and applications[8];
- the websites and platforms of individual organisations, institutions, communities, projects, groups, etc., and/or networks of such organisations;
- IT tools supporting political parties or candidates;
- IT tools aiming to proselytise (i.e., attempt of any religion or religious individuals to convert people to their beliefs).

Target audience
The proposed civic tech solutions need to target and be utilised by the 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. The applicants already having received a Digitalisation for Civil Society Award will not be eligible.

7. How to apply and the procedures to follow

To apply for participation in the 2022 EU-EaP Civil Society Hackathon, the applicants need to:
1. Check the eligibility criteria;
2. Collect all necessary supporting documents as described above;

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[8] Such actions are eligible for support under the Civic Digital Fellowship programme of the EaP Civil Society Facility: https://eapcivilsociety.eu/fellowships-2

3. Fill in the online application form at http://ict.eapcivilsociety.eu/ and submit it before 23.00 (CET) on the 18ᵗʰ of April 2022, if applying with an idea for a digital solution, or before 23.00 (CET) on the 23ʳᵈ of May 23 2022, if the applicants are IT professionals or graphic designers.

In order to build long-term partnerships and cooperation between civil society and professional IT communities in the EaP region, applications for the 2022 EU-EaP Civil Society Hackathon are accepted only from teams that possess minimum technical skills for developing a prototype of the proposed digital solution and consist of at least one subject-matter-expert and two technical experts (a developer and a designer, or two developers) responsible for the technical implementation of the proposed IT product. There is no limit on the maximum number of team members. Upon request, the EaP Civil Society Facility team can support the interested applicants in contacting potential technical experts (developers and designers) in advance; the responsibility of building the team rests with the applicant.

At the same time, the EaP Civil Society Facility team allows IT professionals to apply individually for the 2022 EaP Civil Society Hackathon, to provide addition support to selected teams.

According to the targeted groups of participants, there are two online application forms for the EU-EaP Civil Society Hackathons:
- for civil society activists suggesting an idea for a civic tech solution to be developed within the 2022 EU-EaP Civil Society Hackathon, and
- for IT professionals and graphic designers who want to participate in the development of the selected solutions.

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 or Russian. Organisers may provide interested applicants with sample application upon request, 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 any supporting documents, if needed.

Questions and requests 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 the equal treatment of applicants, the Selection Committee cannot give a prior opinion on the eligibility of applicants or a proposed digital solution.

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.

7.1 Digital solution proposal

Applying with an idea for a digital solution to be developed at the 2022 EU-EaP Civil Society Hackathon, applicants need to describe the proposed solution in brief, indicating:
- the specific problem(s) to be addressed and how the proposed IT solution will help solving it/them;

- how the proposed IT solution addresses the needs of the targeted community(-ies), helps citizens to better hold their governments to account and/or leads to the improvement of public services in their home country and the EaP region;
- the main users of the proposed solution and how they will benefit from its launch;
- other IT products that tackle the same problem (if exist) and the differences with the proposed solution;
- if relevant, how the proposed solution is related to the 2022 Hackathon annual theme (Hack4Youth);
- how the proposed IT solution will be maintained and updated in the future;
- the team proposed for participating in the Hackathon, and team members' expertise.

The author shall be in the position to start the development of the proposed digital solution no later than the 1st of October 2022 in case he/she is successful and awarded the Digitalisation for Civil Society Award.

7.2   Applications from IT professionals and graphic designers

IT professionals and graphic designers applying for participation in the 2022 EU-EaP Civil Society Hackathon need to:
- detail their work experience in developing digital solutions (portfolio),
- list their areas of expertise, and
- describe their experience (if any) and motivation (interest) in working with civil society.

8. Evaluation and selection of applications

Applications will be examined and evaluated by the Hackathon Selection Committee with the possible assistance of external assessors. Once the Selection Committee has completed its work the list of applicants to be invited to the 2022 EU-EaP civil Society Hackathon is submitted for approval to the European Union (European Commission DG NEAR).

All applications will be assessed according to the following steps and criteria.

8.1   Administrative checks of the submitted applications

The following will be assessed:
- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- Compliance with the eligibility criteria. If the applicant and/or the proposed idea for a digital solution do not meet the eligibility criteria stated in Section 6, the application will be rejected on this sole basis.
- All requested information and supporting documents (if relevant) 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 further evaluated.

8.2 Evaluation of the applications with the ideas of digital solutions

The quality of the applications, including the proposed IT solution and capacity of the applicants and teams, will be evaluated using the evaluation criteria in the evaluation grid below provided on page 11.

The Evaluation Committee will assess the applicants' (authors') motivation as well as their and their teams' 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 digital solution;
- have capacity and professional competencies to prototype the proposed digital solution.

Applicants can proceed to the next stage of the evaluation only if they fulfil the requirements above.

The Selection Committee will use the following criteria for assessing the applicants' ideas for digital solutions:
- the description of specific needs of communities (one or more);
- the proposed idea addresses the needs of communities, helps citizens to better hold their governments to account and/or leads to the improvement of public services in one or more EaP country;
- the proposed idea is within one or more of the key areas, as described in Section 6.3;
- the proposed idea contributes to the annual theme of the EaP Civil Society Facility (2022 European Year of Youth) and EU-EaP Hackathon (Hack4Youth);
- relevance of the proposed idea to the needs and priorities of the targeted society / community;
- the proposed idea is likely to achieve the expected impact;
- the proposed idea is technically implementable and sustainable;
- the proposed idea is relevant for more than one country of the EaP region (multiplication effect).

The applications will receive an overall score out of 56 using the breakdown in the evaluation grid below. The evaluation will also check compliance with the instructions on the Digital Solution Proposal, which can be found in Section 7 of the Guidelines.

The evaluation criteria are divided into headings and subheadings. Except for subheading 1.4, each subheading will be given a score between 0 and 5 as follows: 0 = no valid response / no relevance; 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Subheading	Scores	
1. Relevance of the digital solution	**Sub-score**	**26**
1.1 How relevant is the proposed solution to the objectives and priorities of the Call?	5*2	
1.2 How relevant is the proposed solution to the needs of the targeted society / community?	5*2	
1.3 How clearly defined and strategically chosen are the specific needs / problems to be addressed?	5	

1.4 Does the proposed solution respond to the annual theme of the EaP Civil Society Facility and EU-EaP Civil Society Hackathon, as described in Section 2?	1 (0 = no, 1 = yes)	
2. Effectiveness and feasibility of the digital solution	**Sub-score**	**20**
2.1 Is the proposed solution consistent with the objectives and expected results?	5*2	
2.2 Is the proposed solution implementable in technical terms?	5*2	
3. Sustainability of the digital solution	**Sub-score**	**10**
3.1 Is the proposed solution likely to have multiplier effects? (including scope for further development, expansion and replication)	5	

3.2 Is the proposed solution sustainable?
    1) Financially (How will it be financed / maintained after the funding ends?)
    (2) Institutionally (Will structures allowing the IT product to function be in place after the initial launch? Will there be local 'ownership' of the developed IT product?)
    (3) At policy level (Is there a legislative framework in place to ensure the effective utilization of the proposed solution, etc.?)
	5	

TOTAL SCORE		56

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

The Selection Committee will shortlist between 20 and 25 best scoring applications, ensuring the representation of at least 3 ideas of digital solutions from each EaP country, and striving for gender balance. The shortlisted participants will be informed by email of the evaluation results, and invited to join the Online Regional Ideathon.

8.3 Evaluation of applications from IT professionals and graphic designers

All applications from IT professionals and graphics designers will be assessed against the technical requirements for developing prototypes for the digital solutions selected for participation in the 2022 EU-EaP Civil Society Hackathon.

The Selection Committee will shortlist all IT professionals and graphic designers with relevant skills. The applicants approved by the European Union will be invited to join the Hackathon and the hack teambuilding process. Participants will be building the teams online independently, with the technical experts joining any team of their choice. The Hackathon Coordinator will provide any support, if required, and then verify the teams' line-up.

9. Pre-Hackathon Activities: Online Regional Ideathon

All shortlisted applicants – authors of the ideas for digital solutions are required to participate in the Online Regional Ideathon planned from the 5th to the 21st of May 2022, to work on their ideas for digital solutions and present them to the Ideathon mentors and organisers. The participants are expected to dedicate up to 40 hours of their time to Ideathon-related activities. Other team members are encouraged to join the Ideathon, too.

The final selection of the 15 ideas for digital solutions invited to participate in the 2022 EU-EaP Civil Society Hackathon will be done based on the final presentations (pitches) of their solutions on the 20th and 21st of May 2022. 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 results no later than the 23rd of May 2022.

The Online Regional Ideathon consists of the following activities which the civil society activists (authors) 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 civic tech 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 Ideathon mentors to refine and improve their ideas for 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.

10. Implementation of the 2022 EU-EaP Civil Society Hackathon

The 2022 EaP-EU Civil Society Hackathon will be held from the 2nd to the 25th of June 2022, and consist of the following compulsory activities:
- Introductory online meeting with the organisers, mentors and participants on ZOOM.
- Building and finalising hack teams on Trello, each consisting of at least 3 persons: the author of the idea and two technical specialists (developer and designer).
- Capacity building week: at least two 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.
- Offline hack day for building the capacities of the hackathon participants, consulting local mentors, teams' individual work on their prototypes and networking. The offline hack day is planned for the 18th of June and is planned to be held simultaneously in at least two selected locations (subject to the relevant epidemiological restrictions and quarantine measures).
- Online common meeting with the Hackathon Coordinator and mentors on ZOOM, to provide guidance and instructions for the final pitches.
- Online pitching day in ZOOM & voting: each participant pitches the idea to the Hackathon organisers, mentors and other participants; the participants and mentors vote on the digital solutions prototyped during the Hackathon.

The 2022 EaP-EU 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 and finalise their hack teams. The Hackathon Coordinator will provide support, if required, and then verify the teams' line-up.

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 solutions with the exception of his/her own, using a 5-score scale, from 1 = very low quality to 5 = excellent. The three top-scoring ideas for IT solutions selected based on the participants' vote, and two 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 2022 Hackathon.

The following criteria will be used for the online evaluation of the presented IT solutions by the Hackathon participants and the mentors:
1.   feasibility of the proposed solution;
2.   relevance of the proposed solution to the objectives of the Hackathon and the target group;
3.   impact on the situation and the target group;
4.   sustainability of the proposed solution.

In order to support EaP civil society in its effort to address the most challenging social issues facing the region, following the vote, the EaP Civil Society Facility team and the European Union may nominate for the EaP Civic Digital Fellowships[9] one or more EU-EaP Hackathon participant(s), whose digital solution(s) received top scores for impact and relevance.

11. Implementation of the Proposed Solution

Authors of the digital solutions nominated for the 2022 Digitalisation for Civil Society Award 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 will select one or more winning digital solution(s) – recipient(s) of the Award.

The winner(s) will receive support from the EU through its EaP Civil Society Facility project for the full-fledged development of the proposed civic tech solution, until the launch of the developed IT product.

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

- **Engagement of additional technical expertise** for those who lack relevant capacities and human 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. 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.

or

- **Recruiting the services of an IT agency/company**. The winning team will be requested to collect at least three proposals from IT companies (quotes and agencies' experience in developing similar solutions) and submit to the EaP Civil Society Facility project for final approval.

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[9] The Fellowship nominees will need to adapt their applications (solution description and the budget) according to the Civic Digital Fellowship requirements and submit a satisfactory full application; the final decision for awarding the Fellowship stays with the EaP Civil Society Facility Team and the Contracting Authority.

Financial support to the winner(s) will be provided in line with the conditions specified in a standard award agreement. Next to the financial support, the EaP Civil Society Facility team will provide each Award recipient with supervision, administrative support and assistance in promoting the developed digital solution.

The EaP Civil Society Facility 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 digital solution. An outline of the report is presented in Annex C.

11.1   Intellectual property rights and liabilities

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

The winner(s) is(are) obliged to support, maintain and update (if needed) the developed IT product for a period of not less than one year following its launch.

The Award recipients are obliged to provide free and unimpeded access to the developed IT products to all citizens – final users of the solutions, and to the source code of the IT products for civil society organisations from EaP countries, either by publishing it on an open-source platform, or by request.

11.2   Visibility

The Hackathon winners must take all necessary steps to publicise the fact that the European Union has financed the development of the digital solution.

The winners must comply with the objectives and guarantee the visibility of the EU financing as specified in the Communication and Visibility Requirements for EU External Actions (https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en), as well as in any relevant country-specific communication and visibility guidelines (if applicable)[10]. They will be provided with support from the EaP Civil Society Facility project team in promoting their digital solutions and complying with the EU visibility requirements, and furthermore, will be required to acquire prior approval from the EaP Civil Society Facility project team for use of any visibility materials.

10.3   Alumni network

The EaP Civil Society Facility team will invite the participants of the 2022 EU-EaP Civil Society Hackathon to join the informal EaP Civil Society Hackathon Alumni network. The alumni will be encouraged to participate in the events organized or supported by the project (for example, participation in EaP Civil Society Fellowship programme) and to contribute to a database of the alumni's ideas for civic tech solutions (https://ideas.eapcivilsociety.eu/).

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[10] The reference to the relevant communication and visibility guidelines will be included in the award agreement.

The winner(s) of the 2022 EU-EaP Civil Society Hackathon will be invited to events organised by the EaP Civil Society Facility as speakers, and to join the Civil Society Fellowship Programme Alumni Network. The latter will give the Hackathon winner(s) an opportunity to:

- participate in regular networking meetings aimed at building communication channels between fellows from the six countries, exchanges experiences, ideas and explore new opportunities together.
- participate in capacity building events, organised within the project and Alumni network.
- share relevant information on new platforms for communication.
- be involved in the project mentoring facility (as a mentee and as a mentor).

12. Complaints

At any time during the process of applying for the EU-EaP Civil Society Hackathon, applicants may raise an issue or complaint. Complaints should be made in writing and submitted by email to the EaP Civil Society Facility team at ict@eapcivilsociety.eu with the subject title 'complaint'. A response will be sent within 10 working days. If the complainant is not satisfied with the response, she/he may submit their complaint in letter form to the Selection Committee who will discuss the matter with the representatives of the European Union and respond accordingly.

Annexes

Annex A: Tentative Timetable of the 2022 EU-EaP Civil Society Hackathon

STEP	DATE	TIME
• **Call for ideas for digital solutions opens** • **Call for IT professionals and graphic designers opens**	**28 March 2022**	-
Deadline for civil society applicants to request clarifications	14 April 2022	18:00 CET
Applications with ideas for digital solutions due	**18 April 2022**	**23:00 CET**
Notification of shortlisted civil society applicants	29 April 2022	18:00 CET
Online Regional Ideathon	**5-21 May 2022**	
Ideathon mentors and organisers nominate 15 ideas of digital solutions for the 2022 EU-EaP Civil Society Hackathon	21 May 2022	-
Deadline for IT professionals and graphic designers to request clarifications	19 May 20222	18:00 CET
Applications from IT professionals and graphic designers due	**23 May 2022**	**23:00 CET**
Notification of successful applicants – IT professionals and graphic designers	27 May 2022	18:00 CET
2022 EU-EaP Civil Society Hackathon	**2-25 June 2022**	
Offline Hack Day	**18 June 2022**	-
Up to 5 top-scoring ideas of digital solutions are nominated for the 2022 Digitalisation for Civil Society Award	25 June 2022	-
2022 Digitalisation for Civil Society Award	**July-August 2022**	
Restricted Call for Applications among the nominees opens	**8 July 2022**	-
Deadline for requesting clarification	21 July 2022	18:00 CET
Applications from the nominees due	**23 July 2022**	**18:00 CET**
Publication and notification of winners	12 August 2022	-
Successful nominee(s) signs the Award agreement	By 1 September 2022	-
Development and launch of the winning digital solution(s) (IT product(s)	Mid-September 2022 – May 2023	

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 (submitted in English only)

Agreement ID:
Award 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