

Terms of Reference (ToR)

Project	DIP Project
ToR Number (Please refer to it when applying your offer)	DIP/3/2022
Period of Performance	December 2022 – December 2024
Location	Remote
Date of announcement	December 20, 2022
Activity Title	Evaluation & Hackathon Development Expert

1. Background

Leaders International (LI) plans and delivers innovation and economic development interventions with a particular focus on private-sector development, entrepreneurship, job creation, digital transformation, and access to markets. The organization manages a multi-million active portfolio of grants and service contracts to ensure the economy's access to the necessary means and resources for development and economic prosperity. Through its projects, LI leverages its expertise in research, strategy, and management to provide its beneficiaries with sustainable technical and financial assistance, and build their capacity and resilience to adapt to different economic challenges.

2. Project Background

In light of increased social tension and the spread of harmful media content in the MENA region, Digital Innovations for Peace (DIP) aims to nurture the resilience of societies in Libya, Algeria, Tunisia, Palestine, Jordan, and Lebanon in the digital sphere. To achieve this, LI will bring together creative entrepreneurs, digital technology activists, and media professionals to support the development of innovative media and information literacy solutions, with a special focus on tackling disinformation. Furthermore, the project will create a cross-regional network for professional exchange and capacity building to promote innovative, high-quality reporting on conflict-related topics. Ultimately, the project will find innovative, localized ways to make use of the ongoing digital transformation to develop and ensure the viability of quality media in the region.

3. Objective

The Evaluation & Hackathon development Expert will provide technical support, advisory services, and assistance in activity implementation throughout different stages of the project. These fields include, but are not limited to, digital media, MIL, hate speech, disinformation, fact-checking, and more.

4. Scope of Work

The Evaluation & Hackathon development Expert will be responsible for:

- Management of project activities and tasks according to the timelines and guidelines provided by the Project Coordinator, and in abidance with the donor's rules and regulations.
- Strategic networking and communications to ensure visibility of project activities across the MENA region, specifically in Palestine, Jordan, Lebanon, Tunisia, Algeria, and Libya.
- Leading all logistical, operational, and technical procedures associated with activities and events as instructed by the Project Coordinator:
 - Developing lists of invitees for project events
 - Technical aspects of online events (communication tools, digital platforms, registration, invitation lists, mailing lists, etc...)
- Supporting the dissemination of the call for applications for the crowd-sourcing competitions and hackathons, taking into account the project targets and indicators
- Identification of external support needed for specific tasks.
- Development of partnerships and partaking in with local and regional stakeholders.
- Consistent reporting to the Project Coordinator through emails, meetings, and any other methods defined by the Project Coordinator.
- Thorough and comprehensive documentation and archiving of supporting documents.
- Knowledge and utilization of LI's M&E regulations and methodologies.

5. Activity Description:

- **Target regions:** The project will cover the MENA region and North Africa, specifically, **Palestine, Jordan, Lebanon, Tunisia, Algeria, and Libya.**
- **Target groups:**
 - Media Professionals, Entrepreneurs, and Digital Technology Specialists.
 - 50% are youth (18 - 35 years old), 35% are women, and 20% are members of ethnic or religious minority groups such as migrants, Tamazight, etc...
- **Venue:** all project activities will be conducted online unless stated otherwise.

3 Crowdsourcing Competitions:

- **Objective:** Through 3 virtual, 3-week programs, entrepreneurs, media professionals, and ICT experts will get the opportunity to work together to come up with novel ideas that build on open-source solutions and technological advancements in the field of digital media that tackle hate speech/disinformation/MIL. Ideas must include entrepreneurial and technological aspects that tackle major digital media challenges, such as hate speech, disinformation, and media and information illiteracy.

Ultimately, participants are expected to present their ideas and solutions to a judging panel. The top three participants will receive a prize of €1000 as well as the opportunity to participate in two hackathons to further develop their solutions.

In total, 30 ideas with a focus on digital services to fight disinformation and hate speech, promote peace and increase general MIL skills media users are sourced, and ultimately, 9 ideas are rewarded with prizes progressing to hackathons. Ultimately, participants are expected to present their ideas and solutions to a judging panel. The top three participants of each competition will receive prizes of €1000.

- **Duration:** 3 weeks (3*3)
- **Personnel needed:** 1 IT Expert (App development), 1 Ideation Expert (development of the concept), 3 Evaluators
- **Target:** 160 participants
- **Number of work days:** 18 (6 days * 3 competitions).

Hackathons

- **Objective:** through 3 online hackathons, entrepreneurs will work collaboratively with media professionals and ICT Experts to create innovative solutions based on pre-identified challenges. These human-centered design solutions should have the potential to be transformed into start-ups. Participants will gain enhanced skills in the development of start-up ideation and business skills. During the 3 hackathons, 18 participants will be rewarded. A competition will be held at the end of each hackathon and winners will be selected by a jury and will gain prizes. The participants of the crowdsourcing competitions are also expected to partake in the hackathons.

Since the hackathons will be held online, specific technologies should be used to facilitate this process. Including Zoom, Discord, and any other communication channels (given that documentation is provided).

- **Duration of each hackathon:** 3 days (3*3)
- **Personnel Needed:** 3 Mentors, 1 ICT Expert, 3 Jury-Members
- **Number of work days:** 9 days

6. Timeline

DIP		2023												2024									
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10
A.2.1.2	Task																						
A.2.1.2	Conduct 3 online crowd-sourcing competitions																						
A.2.1.3	Conduct 3 hackathons																						

7. Expected Deliverables

The consultant is expected to submit the below deliverables, along with any additional documents as requested by the Project Coordinator in later stages based on the nature of their work.

- Training information: agendas, training outlines, emails sent to beneficiaries, attendance sheets, list of participants/teams, presentations, training materials, templates, business strategies, final reports, meeting minutes, evaluation and selection sheets, etc...

- Supporting documents associated with communication tools: screenshots, recordings, etc...
- Any other deliverable requested by the Project Coordinator

8. Non-functional Requirements

- All content (images, video/s, etc.) used in the training material must be **copyrighted**.
- Visibility and communication of the **EU funding** of the project should be made clear in all documents.

9. Qualifications Required

The applicant shall have the following qualifications

- At least a Bachelor's degree in Business Administration, Entrepreneurship or any relevant field;
- Minimum of 3 years of experience in a relevant field;
- Previous work experience with donor funded programs.

10. Documents to be submitted

The application must contain the following documents:

- Financial Offer (attached to this ToR)
- Company profile or CV (individual consultants)

11. Taxes and other Terms:

- The offer should be including VAT;
- For individual consultants, Applicable tax laws apply.

Please submit all required documents to procurement@leadersinternational.org no later than December 27th 2022 **in EUR Currency**.

FINANCIAL OFFER FORM FOR

DIP Project

Please fill in the table below and submit it along with your CV or company profile

To: procurement@leadersinternational.org

Name of subject: **DIP/03/2022- Evaluation & Hackathon Development Expert**

First Name, Last Name	
Address	
Mobile	
E-mail address	
Nationality (for tax purposes)	
Expected daily rate in EUR	