

Terms of reference (ToR) for the procurement of services below the EU threshold

CONFIDENTIAL

HACKATHON

**Project number/
cost centre:**

21.2235.6-004.00

0. BACKGROUND

a. Brief information on the project

The 'EU4Youth: Youth Engagement and Empowerment' (EU4Y) is co-funded by the European Union and German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) as part of the BMZ funded and GIZ implemented project 'Strengthening Civil Society in the Eastern Partnership'.

The Overall Objective is to contribute to increasing the influence young people in the Eastern Partnership (EaP) region have in determining policy outcomes. The Specific Objectives (SO) are to increase the capacity of youth organisations and public institutions to jointly implement more participatory and structured policy dialogue in the context of the EaP architecture as well as at national and sub-national levels (SO1), and to improve the quality and outreach of youth work for mobilising and engaging more young people from remote / less advantaged and conflict-affected areas in the EaP region (SO2).

b. Context

EU4Youth empowers young people and youth NGOs through various tools, with Youth Policy Labs (YPL) being a key instrument in this process. The YPL is an innovative approach to youth dialogue. In Georgia, within the framework of the EU4Youth: Youth Engagement and Empowerment project, it focuses on enhancing youth participation in the development of the Vocational Education and Training (VET) sector, increasing their involvement in shaping VET-related policies, and engaging them in identifying gaps between VET and various sectors. Additionally, YPL enables young people to actively contribute to addressing these gaps

To address the gaps within VET centers, enhance youth participation - particularly among young women and girls - and develop innovative, policy-oriented solutions aligned with the digitalization trends of the modern world, EU4Youth, in collaboration with the "VET in Georgia's Growth Sectors" project, is organizing a nationwide hackathon. This event will bring together young leaders from across Georgia who are eager to contribute to the development of VET policies and the sector as a whole.

1. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to conduct a hackathon and create innovative solutions to the challenges within the VET system.

The EU4Youth in collaboration with "VET in [Georgia's Growth Sectors](#)" project, which is funded by the German Federal Ministry of Economic Cooperation and Development (BMZ) and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), aim at

tackling the challenges within the vocational education and training (VET) system through the implementation of Youth Policy Labs and a hackathon. The Youth Policy Labs will be implemented in Akhaltsikhe and Zugdidi bringing together stakeholders to develop a set of recommendations for VET colleges to bridge gaps between young people, the private sector, and VET institutions. Whereas the hackathon, taking place in Tbilisi, will offer the generation of innovative ideas to address the existing gaps, challenges as well as recommendations. This activity envisions the Youth Policy Lab and hackathon approaches as complementary: the foundational work of the Youth Policy Labs will inform the hackathon, where participants will build on the recommendations and develop creative, technology-driven solutions to specific issues.

The preliminary challenges and recommendations that hackathon participants will work on are as follows:

1. Challenge #1: Lack of engagement of youth in vocational education and training (VET).

Task: Enhance youth participation in VET development by addressing policy challenges, bridging gaps between stakeholders, and promoting VET centers among vulnerable youth. This includes young people living in remote areas, youth who are not in education, employment or training (NEETs), young women, persons with disabilities (PWDs), internally displaced persons (IDPs), and ethnic minority youth.

2. Challenge #2: Due to gender norms and stereotypes, young women often pursue careers traditionally dominated by men, restricting their choices and limiting their earning potential.

Task: Identify avenues to encourage and support young women to enrol in high income professions at VET colleges and pursue careers in sectors which are often male dominated.

3. Challenge #3: Challenges will be described within the recommendations document of the Youth Policy Labs – these recommendations will mainly cover the policy issues.

Task: Develop a digital solution for the recommendations coming from Youth Policy Labs (participants will be able to choose the recommendations outlined by the Youth Policy Labs.) The first draft of the recommendations document will be ready in May 2025. Youth policy labs are implemented in two municipalities of Georgia – Zugdidi and Akhaltsikhe, engaging youth, youth NGOs, local VET centers as well as private sector and experts.

2. ACTIVITIES, OUTPUTS, PAYMENT, INDICATIVE TIMELINE

2.1. Activities

The contractor, a legal entity registered in Georgia, will be responsible for executing the following key activities:

1. Elaborate a Hackathon Concept:

Cover all the necessary steps for the implementation; outline the selection criteria for the hackathon participants as well as criteria for the jury to select the winners; include indicative agenda of the event; provide timelines and responsibilities necessary for the implementation in line with the requirements outlined in this ToR.

2. Implement a communication and visibility campaign:

- Design a communication and visibility strategy.
- Design all relevant marketing/visibility materials throughout the project and create the hackathon event design & branding using project logos.
- Provide trophies for winning teams and certificates for the participants.
- Produce a 1-minute video about the hackathon (with English subtitles).
- Create and publish minimum 15 social media posts including: announcement of call for online applications, hackathon launch, coverage of hackathon days, hackathon award ceremony, 3 success stories about hackathon winners, publish 1-minute video about the hackathon.
- Hackathon coverage across 2 TV channels, 4 online media outlets and minimum 1 online or print English-language newspaper.
- Professional photography support throughout the 2-day hackathon event.

Please, note that the visibility materials should be in line with the EU and GIZ guidelines, using project logos. Before publishing any visibility materials – articles, posts, videos, announcements, etc., Both context and designs should be negotiated and approved by GIZ team.

3. Select hackathon participants:

Following a countrywide communication campaign, select youth (at least 25 teams with 2 or more members each) to participate in the hackathon upon evaluating online applications. During the selection process diversity and inclusion must be considered and youth from the regions, ethnic minorities, people with disabilities (PWDs), young women, youth that are not in education, employment, or training (NEETs), internally displaced persons (IDPs) and other minority groups must be supported and encouraged to join the event. Travel and accommodation costs should be covered/reimbursed for those who will be travelling from the regions.

4. Equality & Inclusion

Throughout the implementation of the activity, the contractor must ensure inclusivity when it comes to representation of women as participants, jury members as well as speakers and mentors of the hackathon.

5. Organize a 2-day hackathon in Tbilisi:

Identify and present 2-3 options for a suitable venue for the 2-day hackathon event in Tbilisi, preferably outside of the city center. Provide all the necessary equipment, supplies, lighting, catering, visibility materials as well as appropriate branding of the event and publicity. Ensure that the venue has necessary facilities and can provide space for the launch of the event, award ceremony, but also, for different workshops, consultations and working in teams.

6. Run workshops and provide mentorship:

Select speakers and mentors who will offer high-quality expertise and support to participating teams through workshops and consultations to generate and refine their project ideas and properly prepare to pitch them in front of the jury.

7. Establish and coordinate hackathon jury to select winners:

The jury will select 3 winning teams following a pre-defined selection criterion, which should be included in the hackathon concept. The jury members should be prominent individuals with a mix of relevant backgrounds as well as expertise and should be approved by GIZ.

8. Provide funding for the winning teams:

A total of 20,000 GEL must be allocated to provide funding for the 3 winning teams. A specific distribution of the funding between the winners can be decided by the jury according to the nature and needs of the winning ideas.

9. Provide mentorship for the winning teams throughout 3 months:

Following the hackathon event, the winners should be supported by a 3-month mentorship period to finalize their projects and submit the final products. The contractor is responsible for the coordination of the mentorship process as well as the timely implementation of winning projects/ideas.

10. Submit a final report:

Submit a final report summarizing the implementation of the hackathon, describing the ideas/projects of the competition winners, providing all the submitted ideas/projects as attachments to the report, gathering lists of participants, all media coverage along with the feedback of hackathon participants as well as the photo and video materials produced during the event.

11. Approval and Compliance:

Key steps in the activities outlined above will be **subject to approval by GIZ** before the contractor can move ahead; such steps include the hackathon Concept, the venue of the event, the communication and visibility campaign, the selection of participants, selection of mentors, the composition of juries, and the proposal for the award ceremony. The contractor shall ensure that both EU and GIZ regulations on visibility are respected during project implementation.

2.2 Outputs

Outputs will comprise of the following:

1. The hackathon concept.
2. A communication and visibility strategy.
3. Hackathon event implementation report (including submissions of participants' ideas, photo and video materials, lists of participants)
4. Signed contracts with hackathon winners.
5. The final report.

The hackathon event will be carried out in Georgian language, however, the above-mentioned documents should be submitted in English.

2.3 Payment

The contractor will be remunerated on the basis of costs it has already incurred related to the budget headings “fees”, “travel expenses”, and “other costs” (see Section 4 below). However, in the case where the contractor cannot cover costs itself prior to reimbursement by GIZ (e.g. workshop organization, or transferring funding to hackathon winners), advances will be granted.

The contractor will be remunerated in 3 instalments according to the table below:

Deliverable	Amount %	Timeframe
Provision of the 1) hackathon concept; 2) a communication and visibility strategy.	25%	May
3) Hackathon event implementation report and 4) signed contracts with hackathon winners.	55%	June-July
5) Submission of the final report.	20%	October-November

2.4 Indicative timeline

Milestones	Indicative Timeline
Hackathon announcement	May
Selection of participants	May-June
Implementation of 2-day hackathon	June
Mentorship of winners	June-October
Reporting	June-October

Performance of activities shall fall within the duration of the assignment (see Section 3 below). Indicatively, announcement of the hackathon is foreseen for May, with the award ceremony for June. A precise and final timeline will be agreed between GIZ and the contractor after project start-up and included in the hackathon Concept.

3. DURATION AND LOCATION OF THE ASSIGNMENT

The anticipated period of assignment is from **1 May 2025** to **17 November 2025**. The exact start/completion dates will be set in the contract itself.

The hackathon should be implemented in Tbilisi, preferably, at a location outside the city center.

4. REQUIRED INPUTS

The following inputs are foreseen to be necessary for contract implementation. Presented under the main budget headings of “fees”, “travel expenses”, and “other costs” (see the format to be completed for the contract budget), they are to be considered, at this stage, indicative.

Budget heading/item	Comments
Fees	
Team leader and experts for management	<p>Team Leader and experts for management and implementation of the contract (a team of minimum 4 persons in total): These experts comprise the team indicated by the contractor in its bid as responsible for the management and implementation of the contract as a whole; as such, they should also deal with communication and visibility activities. The number of person days for such experts is estimated to be up to 60 and the fee rates for person days indicated in the budget are to incorporate all such experts’ travel expenses, communication expenses during the project’s lifetime. One expert responsible for contract management and implementation should be identified as the Team leader; the person so identified should have the appropriate skills and experience, and it is up to bidders’ discretion how many days to assign to the position.</p> <p>The contractor’s fee or the fee of the experts assigned by the contractor covers all personnel costs including ancillary personnel costs, communication costs, reporting costs and all overheads, profit, interest, risk, etc.</p>
Experts for workshops and mentorship	<p>Experts for workshops and mentorship: Specialist input for participant teams (during workshops and mentorship) is to be provided by suitably qualified personnel (though these may also be, at the same time, involved in the management and implementation of the contract as a whole). The number of person days for such experts is estimated up to 30 and again, their fee rates shall incorporate all their expenses.</p> <p>The contractor’s fee or the fee of the experts assigned by the contractor covers all personnel costs including ancillary personnel costs, communication costs, reporting costs and all overheads, profit, interest, risk, etc.</p>
Travel expenses	
Transportation	<p>Reimbursement of public transportation costs for hackathon participants that will be traveling to Tbilisi from the regions. The travel cost must be reimbursed against evidence.</p>

Accommodation	Arranging accommodation for the participants that will join the hackathon from the regions. The maximum amount for overnight accommodation is 200 GEL.
Other costs	
Venue hires	Costs associated with the venue for the 2-day hackathon event. This must include a large hall for the launch and award ceremony, additional rooms for workshops, consultations and networking. The number of guests is estimated to be 110. Where possible, the contractor should follow GIZ standards on sustainable event management (see Annex 6).
Catering	2 Coffee breaks and 1 lunch costs throughout the 2-day hackathon event for up to 110 guests. Where possible, the contractor should follow GIZ standards on sustainable event management (see Annex 6).
Communication & visibility	<p>Costs associated with:</p> <ul style="list-style-type: none"> • Designing a communication and visibility strategy and branding of the hackathon event. • Designing all relevant marketing/visibility materials throughout the project and creating the hackathon event design. • Provision of trophies for winning teams and certificates for the participant. • Producing a 1-minute video about the hackathon (with English subtitles). • Creating and publishing minimum 15 social media posts including: announcement of call for online applications, hackathon launch, coverage of hackathon days, hackathon award ceremony, stories about hackathon winners, publishing 1-minute video about hackathon. • Hackathon coverage across 2 TV channels, 4 online media outlets, 1 online or print versions of English-language newspaper. • Professional photography support throughout the 2-day hackathon event.
Funds for hackathon winners	Funds for the teams with the best project ideas (as selected by the jury). The contractor must insure proper documentation for the provision of funding (service contract). The prices should include all the taxes envisaged by the legislation of Georgia (total of 20,000 GEL for 3 winning teams).
Other Expenses	Any other costs (not covered above) necessary for contract implementation such as equipment (if not provided by the venue) & lightning hire for events; stationary, etc.

5. LIAISON WITH GIZ

The company contracted for the performance of this ToR shall ensure regular liaison with the GIZ team as necessary/appropriate.

6. FORMAT OF TENDERERS' BIDS

Tenderers' bids shall comprise of 1) a technical offer (along with CVs), 2) a financial offer and 3) filled out Outsourcing of Data Processing (AuV) Form (see Annex 5).

6.1 Technical offer

There is no prescribed format for the **technical offer**, and it is therefore up to bidders' discretion how to structure these documents. However, they should:

- Be no more than 10 pages (excluding any attachments) in English, with a minimum font size 11.
- Cover the issues indicated in the table below.
- CVs of the Team Leader and minimum 3 experts should be included in the technical offer.

Technical offers will be evaluated against the positively weighted criteria in the assessment grid (see Annex 2) indicated in the table below for ease of reference.

Issues to be covered in the technical offer	Assessment criteria
A thorough description of strategies and approaches the contractor will apply to achieve the objectives and carry out the tasks outlined in this ToR.	1.1.1 - Interpretation of the objectives in the ToRs, critical examination of tasks
An indicative plan for implementation stating both individual steps to be taken and their timeframe.	1.4.1 - Presentation and explanation of the implementation plan: work steps, milestones, schedule
<p>An outline of the personnel who will be involved in contract implementation from the side of the contractor, including CVs of the Team Leader and minimum 3 experts should be included in the bid:</p> <p>A team leader, a designated person who will be the main contact point for GIZ, as well as any other staff deemed necessary/appropriate. This person should have:</p> <ul style="list-style-type: none"> • University degree in Social Sciences, Education, Law, Business Management, Economics, Innovation & Entrepreneurship, Media & Communications, International Relations, Politics, Governance or related field (2.1.1) 	2.1 - Team Leader

<ul style="list-style-type: none"> • Fluency in Georgian and English (2.1.2) • 3 years of experience in designing and implementing hackathons, and/or other related activities, (2.1.4) • 3 years of experience of project management and team leading (2.1.5) • Experience of cooperation with development agencies and organizations (2.1.7) 	
<p>A team of experts (minimum 3):</p> <ul style="list-style-type: none"> • University degree in Social Sciences, Education, Law, Business Management, Economics, Innovation & Entrepreneurship, Media & Communications, International Relations, Politics, Governance or comparable academic background (2.6.1) • 2 years of experience organizing high-profile events, workshops, and conferences and implementing relevant communication and visibility activities (2.6.3) • 2 years of experience working on hackathons as mentors, speakers, designers, or event organizers/coordinators (2.6.4) 	2.6 - Short-term expert pool 1
<p>Experience of the company: qualifications and experience of the bidder has to include:</p> <ul style="list-style-type: none"> • Information on previous and current work/activities/projects of a similar nature and/or dealing with topics related to youth participation, innovation & entrepreneurship, education and empowering women. It should be indicated where they were performed, when they were conducted, and how much they cost. • Experience of implementing minimum 2 hackathon events or events of similar formats. Additional experience will be evaluated as an advantage. • Proven experience of implementing projects/activities involving young people. 	3.1 – See ToR for requirements

6.2 Financial offer

The financial offer is to be drawn up using the format included in the tender dossier circulated to tenderers.

Costs should be based on the related “**required inputs**” indicated in Section 4 above.

When drawing up the financial offer, tenderers are reminded that:

- The **contractor's fee** or the fee of the experts assigned by the contractor covers all personnel costs including ancillary personnel costs, communication costs, reporting costs and all overheads, profit, interest, risk, etc.
- The costs for **funding the ideas** of the three winners of the hackathon exercise are to be incorporated in the budget line "funds for hackathon winners" (under the budget heading "3 other costs"). A total of 20,000 GEL will be distributed among the 3 winning teams as per the decision of the jury.

7. OTHER PROVISIONS

Personal data will be processed on behalf of the client. Therefore, an agreement on "Outsourcing of data processing (AuV)" will be concluded with the contractor in accordance with Art. 28 GDPR. For this purpose, the technical and organisational measures (TOM) for compliance with the data protection requirements must be outlined prior to conclusion of the contract. If the contractor has already been audited by GIZ in the past, an update in accordance with GDPR must nevertheless be sent. After a positive check, the contract is concluded with the AuV attachment.

Outsourcing of Data Processing Form must be filled out by the contractor and sent as part of the bid documentation. (see Annex 5)

8. ATTACHMENTS

- Annex 5 Outsourcing of Data Processing (AuV) Form
- Annex 6 GIZ Minimum Standards for Sustainable Event Management