

REQUEST FOR PROPOSALS (RFP)

Engaging an External Implementer for End-to-End Hackathon Implementation in Belgrade

within the SheSafe Online project

Contracting Authority	ICT Hub
Subject of Engagement	End-to-end implementation of a hackathon in Belgrade, with the aim of developing and delivering at least two (2) functional MVP solutions.
Location	Belgrade, Serbia
Duration of Engagement	Until completion of all activities, and no more than 10 weeks from contract signing

1. Background and Context

ICT Hub intends to engage an external implementer who will, on behalf of and for the needs of ICT Hub, design and conduct a complete programme for a thematic hackathon in Belgrade, from initial conception and participant mobilisation to all accompanying activities and delivery of at least two functional MVP solutions. This RFP is formulated to serve both as a description of the procurement subject and as a basis for proposal evaluation.

The design is aligned with the project logic of SheSafe Online and UN Women documentation, according to which the hackathon process should include precisely formulated problem statements, mentorship support, prototype development with AI assistance, and delivery of at least 2 digital solutions at MVP level, along with supporting documentation, promotion, and reporting.

2. Subject of Engagement

The subject of engagement is the provision of an end-to-end service for planning, production, facilitation, and implementation of a hackathon in Belgrade, with the obligation that the selected vendor ensure all programmatic, operational, communications, technical, and administrative activities necessary for the event to result in at least 2 MVP solutions ready for demonstration and further testing.

3. Objective of Engagement

The general objective of the engagement is, within the UN project SheSafe Online implemented by CSO ASTRA and ICT Hub, to develop concrete digital solutions through a carefully designed and professionally led hackathon process, addressing pre-defined challenges in the area of preventing and responding to technology-facilitated violence against women and girls (TF VAWG). The definition of

challenges will be guided and directed by ASTRA and ICT Hub. The process entails engaging a relevant community of participants, mentors, and partners, with full visibility, proper reporting documentation, and measurable results, including the organisation of one hackathon with a minimum of 30 participants (of whom at least 50% women and 30% representatives of CSO/service provider organisations), and generating solutions that lead to the development of at least 2 digital MVP tools.

The specific objectives of the engagement are for the vendor to:

- design the programme architecture of the hackathon, including challenges (in collaboration with ASTRA and ICT Hub), working format, evaluation criteria, and solution development plan in line with project indicators (min. 30 participants, gender and sectoral representation, focus on TF VAWG solutions);
- conduct promotion, community outreach, and participant selection to ensure high-quality, multidisciplinary, and motivated teams;
- secure a jury with demonstrable experience in technology, product development, AI tools, UX/UI, business models, and the domain theme of the project, with mandatory inclusion of at least one representative of ASTRA and one representative of ICT Hub in the jury, as well as other relevant members;
- organise and conduct the event in Belgrade with complete logistics, registration, facilitation during team work, and a closing demo day;
- prepare complete project and communications documentation in accordance with the requirements of ICT Hub and the rules of the UN project *SheSafe Online*.

4. Operational Definition of the “Vibe Coding” Approach and MVP Solutions

4.1. Operational Definition of the "Vibe Coding" Approach

For the purposes of this RFP, "vibe coding" denotes a fast and mentor-guided development of digital solutions with intensive use of AI programming tools and rapid prototyping tools, while fully respecting standards of security, quality, data protection, accessibility, licensing, and adequate documentation of each solution in accordance with the rules of vibe coding platforms.

The selected vendor is required to ensure that all teams and mentors work according to the rules of responsible use of AI tools, which specifically includes:

- mandatory human review of all AI-generated parts of code, content, and functionality, so that solutions are secure, relevant, and aligned with the purpose of the project;
- compliance with licences, copyrights, and terms of use of all tools, platforms, and libraries used during the hackathon;

- prohibition on entering sensitive, confidential, or personal data into publicly available AI tools, particularly data relating to survivors and cases of violence, unless there is a clear legal and security basis for doing so;
- application of basic principles of data protection, security, and responsible use of AI tools, in accordance with a survivor-centred approach and the requirement that proposed solutions be user-friendly, safe, and practically applicable.

4.2. Operational Definition of MVP Solutions

For the purposes of this document, an MVP is considered the minimum functional version of a solution that demonstrates core value, addresses one clearly defined need, and contains at least one functional user flow. The MVP should be sufficiently developed for a convincing demonstration and initial assessment of the solution's potential by the hackathon jury, but is not expected at this stage to be fully production-ready, integration-ready, or pilot-ready.

In the context of this hackathon, an MVP solution implies at least:

- a clearly defined problem and one key need that the solution addresses;
- a functional basic user flow that can be demonstrated;
- a minimum standard of security, user experience, and usage logic, so that the solution can be subject to further validation and testing;
- a brief description of the next steps required for further improvement and piloting of the solution.

5. Scope of Work and Responsibilities of the Selected Vendor

5.1. Initial Preparation and Programme Design

- organising a kick-off meeting with ICT Hub to agree on objectives, target audience, themes, constraints, and success metrics;
- preparation of a work plan document covering programme flow, division of roles and responsibilities, communication approach, potential risks, and reporting methodology;
- defining tasks for teams, evaluation criteria for their work, and minimum requirements that their solutions must meet;
- drafting a proposed agenda for preparatory sessions, the hackathon itself, and the closing event at which teams will present their solutions;
- the working language of the hackathon, including the official opening, team presentations, and the closing demo day, will be English.

5.2. Programme Promotion and Participant Registration

- development and implementation of a promotion and participant call plan, including preparation of copy, visuals, landing page or registration form, and distribution of the call through relevant channels;
- active engagement and outreach to target groups, including developers, designers, project managers, domain experts, the startup community, students, women in technology, and other relevant profiles;
- managing the application process, including responding to candidate enquiries, screening applications, and preparing selected participants for programme participation;
- all calls, registration forms, and communications materials must clearly state that the working language of the hackathon is English;
- forming multidisciplinary teams or supporting participants in self-forming teams, with a clear approach to including both beginners and more experienced participants.

5.3. Engagement of Mentors, Jury, and Speakers

- preparation of a mentor brief, criteria for working with teams, and a schedule of mentoring slots;
- securing a mentor for each team;
- coordination of all logistical and communications aspects of mentor and jury engagement.

5.4. Production and Implementation of the Event in Belgrade

- proposing and operationally coordinating a suitable venue in Belgrade, including technical and safety conditions, internet connectivity, audio-visual equipment and support, venue branding, participant registration, and catering arrangements;
- managing the production of the entire event, including participant check-in, programme hosting, schedule management, moderation, mentor coordination, participant support, and closing presentations;
- ensuring clear documentation of the workflow, attendance lists, photo and video records, consent forms, and evaluation questionnaires;
- managing operational risks during the event and providing contingency solutions for technical and organisational incidents.

5.5. Guiding Teams Towards the Development of Functional MVP Solutions During the Hackathon

- providing continuous mentoring and expert support to teams throughout the hackathon, with the aim of steering ideas towards clear, feasible, and functional MVP solutions;
- encouraging teams during the hackathon to develop solutions that address a clearly defined problem and have concrete applicability;
- expert guidance of teams on prioritising functionality, defining user scenarios, and selecting the appropriate technical approach;
- support in developing and finalising at least 2 functional MVP solutions by the end of the hackathon;

- ensuring that the developed MVP solutions, to the extent possible within the hackathon format, have a clearly described problem they address, a defined usage approach, a functional demo, and an overview of next steps for further development;
- organising the final presentation of solutions before an expert jury, with selection of at least 2 teams whose MVP solutions will be recognised as the most successful;
- when evaluating solutions, the jury will award, in addition to the basic criteria (problem relevance, demo functionality, technical feasibility, UX, and potential for further development), bonus points for each Western Balkans language (Serbian, Bosnian, Montenegrin, Macedonian, Albanian) integrated into the solution as a complete user interface with language selection capability;
- each additionally integrated language carries extra points in the team's overall score, thereby incentivising the regional applicability of solutions;
- bonus points refer exclusively to the user interface language of the developed MVP solution, and not to the language of team presentations before the jury, which remains English; the exact bonus point scale and final evaluation format shall be determined by the selected vendor in collaboration with ICT Hub and ASTRA prior to the hackathon, as part of the documents under D3;

5.6. Documentation, Reporting, and Visibility

- preparation of all programme and narrative reports, results summaries, promotion analytics, list of participants, mentors and partners, and records of delivered outputs;
- preparing concepts for communications materials and post-event content (posts, press releases, recap, visuals, video inserts), subject to prior validation by ICT Hub;
- aligning all materials with the branding/visibility guidelines of the project and donor, where applicable;
- proper archiving of documentation and submission to ICT Hub.

6. Expected Minimum Results and KPIs

1. an agreed initial implementation plan, with a detailed activity plan, timeline, and overview of all deliverables;
2. at least one public call for participants and at least one package of promotional materials for online distribution;
3. selected participants and formed multidisciplinary teams at a scale that contributes to the overall project goal of at least 30 participants, with at least 50% women and at least 30% participants from women's CSO/service provider organisations;
4. mentoring and evaluation support secured for the hackathon implementation, including confirmed mentors and an expert jury of sufficient number for quality team work and final selection;
5. successfully implemented hackathon in Belgrade, with closing pitch sessions, documented jury decisions, and complete participation records;
6. complete project, communications, and technical documentation submitted to ICT Hub;
7. final report with key lessons learned, risk assessment, and recommendations for the next phase.

7. Expected Deliverables

#	Deliverable	Minimum Content Description
D1	Initial Document and Detailed Work Plan	A document that clearly explains how the project will be implemented, what the main steps and deadlines are, who is responsible for what, what the potential risks are, and how progress will be monitored and results reported.
D2	Communications and Participant Registration Plan	A plan covering how the call will be published, through which channels it will be distributed, how relevant communities and media will be reached, what the application process will look like, and the principles by which participants will be selected.
D3	List of Mentors and Jury Members	A list of confirmed mentors and jury members, their short biographies, an engagement plan, and clear instructions and criteria by which they will evaluate teams.
D4	Operational Event Plan	The final plan for the event itself, including the schedule, venue organisation, technical preparation, programme hosting approach, and contingency options in case of unforeseen circumstances.
D5	Hackathon Conducted in Belgrade	Successfully conducted event with participant registration, guided team work, mentoring sessions, final solution presentations, and minutes of jury decisions.
D6	Post-Hackathon Support Plan	A plan for further work with teams after the event, including mentoring sessions, next development steps, conditions for solutions to reach MVP level, and the approach to their testing.

D7	Two MVP Solutions	Two functional solutions prepared for demonstration, with accompanying technical documentation, usage flow overview, and submission of all relevant materials to ICT Hub.
D8	Final Narrative and Technical Report	A final document with an overview of achieved results, process evaluation, visibility and communications data, key lessons learned, and recommendations for the next phase.

8. Minimum Requirements for the Vendor

The vendor must meet the following minimum requirements, which are to be evidenced by documentation as specified in the "Proposal Content" section:

- a registered legal entity or sole trader in the Republic of Serbia or the region;
- demonstrable experience in organising at least 2 technology events;
- a team of at least 3 members with demonstrable competencies in implementing technology events.

9. Obligations of ICT Hub

- approval of the final theme, key messages, budget framework, and deliverables matrix;
- timely validation of promotional and event materials;
- providing access to relevant project information, partners, and any donor guidelines;
- participation in key checkpoint meetings and the final evaluation of MVP solutions.

10. Intellectual Property, Use of Results, and Confidentiality

- all materials produced during the engagement (communications materials, recordings, photographs, documentation, design, code, repositories, presentations, and reports) shall be transferred to ICT Hub to the extent defined by the contract;
- the vendor is required to propose, before commencing work, a clear intellectual property management regime for teams and participants, including the transfer or licensing of rights for MVP outputs, in a manner acceptable to ICT Hub;
- the vendor and all its subcontractors/collaborators are required to maintain the confidentiality of all unpublished information they access during the engagement;
- all public appearances and publications related to the project are subject to prior approval by ICT Hub.

11. Proposed Payment Schedule (Indicative)

Tranche	Payment Condition	Share
Tranche 1	Within 5 days of contract signing	50%
Tranche 2	Upon acceptance of Final Report D8	50%

12. Proposal Content to be Submitted by the Vendor

- a brief narrative description of the organisation/vendor and relevant experience;
- a technical proposal with understanding of the task, proposed methodology, and operational approach;
- a proposed team with short biographies of key engaged personnel;
- an indicative work plan and timeline;
- a financial proposal with a clear breakdown of costs by phase or service package;
- a declaration of acceptance of terms regarding intellectual property rights, confidentiality, project visibility, and responsible use of AI tools.

13. Evaluation Criteria and Selection of the Most Advantageous Proposal

Vendor selection will be based on the quality of the technical and financial proposal, relevant experience, and operational capacity to implement the engagement. Only timely and complete proposals that meet the requirements of this RFP will be considered. Selection is made on the basis of the most advantageous proposal, not the lowest price alone.

Proposed scoring criteria (100 points total):

- vendor's relevant experience in implementing similar programmes/events – 20 points;
- quality and relevance of the proposed team – 20 points;
- operational plan and organisational feasibility – 30 points;
- financial proposal – 30 points.

Note: ICT Hub reserves the right to request additional clarifications of the proposal from vendors, and to take into account the overall quality and feasibility of the proposed approach in the selection process.

14. How to Submit Proposals

- proposal submission deadline: 8 May 2026 by 17:00 local time;

- submission method: by email to marko.ljubenovic@icthub.rs, with the subject line "Proposal — Hackathon Belgrade SheSafe Online"; alternatively, by physical delivery to ICT Hub, Kralja Milana 10, 11000 Belgrade, in a sealed envelope with the same reference;
- contact for questions: marko.ljubenovic@icthub.rs (see Section 15. Questions and Clarifications);
- expected start of engagement: following contract signing;
- proposal validity period: at least 60 calendar days from the proposal submission deadline.

15. Questions and Clarifications

Interested vendors may submit questions regarding this RFP exclusively in writing to: marko.ljubenovic@icthub.rs, no later than 5 working days before the proposal submission deadline. ICT Hub will share answers to all received questions, together with the content of the questions (without identifying the sender), with all interested vendors no later than 3 working days before the deadline, through the same channel by which the RFP was published. Questions received after the stated deadline will not be considered.

16. Final Note

ICT Hub reserves the right, prior to contract conclusion, to further align the hackathon theme, target audience, key performance indicators, budget framework, visibility rules, and approach to managing rights over results. Vendors are expected to propose a proactive, responsible, and well-structured approach that connects community mobilisation, quality organisation, and event implementation.