

## REQUEST FOR PROPOSALS (RFP)

# Engagement of an external implementer for the end-to-end delivery of a hackathon in Skopje

*within the SheSafe Online project*

Client	ICT Hub
<b>Subject of engagement</b>	End-to-end delivery of a hackathon in Skopje, with the aim of developing and delivering at least two (2) functional MVP solutions.
<b>Location</b>	Skopje, North Macedonia
<b>Duration of engagement</b>	Until all activities are completed, and no longer than 10 weeks from signing the contract

## 1. Background and context

ICT Hub plans to engage an external implementer who, on behalf of and for the needs of ICT Hub, will design and carry out the complete program of a thematic hackathon in Skopje — from initial conception and participant mobilization through all other supporting activities to the delivery of at least two functional MVP solutions. This RFP is formulated so that it can serve both as a description of the procurement subject and as a basis for evaluating bids.

The draft is aligned with the project logic of SheSafe Online and UN Women documentation, under which the hackathon process should include precisely formulated problems, mentor support, prototype development with AI assistance, and the delivery of at least 2 digital solutions at the MVP level, together with accompanying documentation, promotion, and reporting.

## 2. Subject of engagement

The subject of the engagement is the provision of an end-to-end service of planning, production, facilitation, and delivery of a hackathon in Skopje, with the obligation that the selected bidder ensures all programmatic, operational, communication, technical, and administrative activities required for the event to result in at least 2 MVP solutions ready for demonstration and further testing.

## 3. Objective of the engagement

The general objective of the engagement is to develop, within the UN SheSafe Online project implemented by CSO ASTRA and ICT Hub, concrete digital solutions through a carefully designed and professionally led hackathon process that respond to predefined challenges in the area of preventing and responding to technology-facilitated violence against women and girls (TF VAWG). The definition of challenges will be led and directed by ASTRA and ICT Hub. The process involves engaging the relevant community of participants, mentors, and partners, with full visibility, orderly

reporting documentation, and measurable results, including the organization of one hackathon with a minimum of 20 participants (of which at least 50% women and at least 30% participants from women's CSO/service provider organizations), and the generation of solutions leading to the development of at least 2 MVP digital tools.

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

- design the program architecture of the hackathon, including the challenges (in cooperation with ASTRA and ICT Hub), the working format, evaluation criteria, and a plan for developing solutions in line with project indicators (min. 20 participants, gender and sector representation, focus on TF VAWG solutions);
- carry out promotion, community outreach, and participant selection so as to secure 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 topic of the project, with the mandatory inclusion of at least one representative of ASTRA and one representative of ICT Hub on the jury, alongside other relevant members;
- organize and carry out the event in Skopje with complete logistics, registration, facilitation during team work, and a closing demo day;
- prepare complete project and communication documentation in accordance with the requirements of ICT Hub and the rules of the UN SheSafe Online project.

## 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 the rapid, mentor-led development of digital solutions with intensive use of AI coding 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 bidder is obliged to ensure that all teams and mentors work in line with the rules of responsible use of AI tools, which in particular includes:

- mandatory human review of all AI-generated portions of code, content, and functionality, so that solutions are safe, relevant, and aligned with the purpose of the project;
- respect for the licenses, copyrights, and terms of use of all tools, platforms, and libraries used during the hackathon;
- a prohibition on entering sensitive, confidential, or personal data into publicly available AI tools, especially data relating to users and cases of violence, unless there is a clear legal and security basis to do so;

- application of the basic principles of data protection, security, and responsible use of AI tools, in line with a survivor-centred approach and the requirement that proposed solutions be user-friendly, safe, and practically applicable.

#### **4.2. Operational definition of an MVP solution**

For the purposes of this document, an MVP is considered the smallest 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 an initial assessment of the solution's potential by the jury at the hackathon, but it is not expected at this stage to be fully production-, integration-, or pilot-ready.

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

- a clearly defined problem and one key need that the solution addresses;
- a functional core user flow that can be demonstrated;
- minimum standards in terms 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 needed to further improve and pilot the solution.

## **5. Scope of work and responsibilities of the selected bidder**

---

### **5.1. Initial preparation and program design**

- organizing a meeting with ICT Hub to agree on objectives, target group, topics, constraints, and how success will be measured;
- preparation of a document with the work plan, program flow, division of roles and responsibilities, communication approach, possible risks, and reporting approach;
- defining tasks for the teams, criteria for evaluating their work, and the minimum conditions their solutions must meet;
- drafting the 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, shall be English.

### **5.2. Program promotion and participant registration**

- developing and implementing a promotion plan and call for participants, including preparation of copy, visuals, a landing page or application form, as well as 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 tech, and other relevant profiles;
- managing the application process, including responding to candidate questions, selecting applications, and preparing the selected participants for participation in the program;
- all calls, application forms, and communication materials must clearly state that the working language of the hackathon is English;
- forming multidisciplinary teams or supporting participants in forming their own teams, with a clear approach to including both beginners and more experienced participants.

### **5.3. Coordination of mentors, jury, and teams**

- preparation of the mentor brief, criteria for working with teams, and the mentor slot schedule;
- coordination of all logistical and communication aspects related to mentors and the jury.

### **5.4. Production and delivery of the event in Skopje**

- proposal and operational coordination of a suitable venue in Skopje, including technical and safety conditions, internet connection, audio-visual equipment and support, venue signage, participant registration, and catering;
- managing production of the entire event, including participant check-in, hosting the program, keeping to the schedule, moderation, mentor coordination, organizing support for participants, and the 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 backup solutions for technical and organizational incidents.

### **5.5. Guiding teams toward the development of functional MVP solutions during the hackathon**

- providing continuous mentor and expert support to teams throughout the hackathon, with the aim of guiding ideas toward clear, feasible, and functional MVP solutions;
- encouraging teams during the hackathon to develop solutions that address a clearly defined problem and have concrete application;
- expert guidance for teams on prioritizing functionality, defining user scenarios, and selecting an appropriate technical approach;
- support in developing and finalizing 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 solve, a defined manner of use, a functional demo, and an overview of next steps for further development;
- organizing the final presentation of solutions before an expert jury, with the selection of at least 2 teams whose MVP solutions will be recognized as the most successful;

- when the jury evaluates the solutions, in addition to the basic criteria (problem relevance, demo functionality, technical feasibility, UX, and potential for further development), bonus points are awarded for each Western Balkan language (Serbian, Bosnian, Montenegrin, Macedonian, Albanian) integrated into the solution as a full user interface with language-selection capability;
- each additional integrated language carries additional points in the team's overall score, thereby incentivizing the regional applicability of solutions;
- bonus points apply solely to the user interface language of the developed MVP solution, and not to the language of the teams' presentation before the jury, which remains English; the exact bonus-point scale and final evaluation format are set by the selected bidder in cooperation with ICT Hub and ASTRA before the hackathon, as part of the documents under D3;

### 5.6. Documentation, reporting, and visibility

- preparation of all program and narrative reports, summary of results, promotion analytics, list of participants, mentors and partners, as well as records of delivered outputs;
- preparation of the concept for communication 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;
- orderly archiving of documentation and delivery to ICT Hub.

## 6. Expected minimum results and KPIs

- an agreed initial implementation plan, with a detailed activity plan, timeline, and overview of all deliverables;
- at least one public call for participants and at least one package of promotional materials for online distribution;
- selected participants and formed multidisciplinary teams at a scale that contributes to the overall project target of at least 20 participants, with at least 50% women and at least 30% participants from women's CSO/service provider organizations;
- secured mentor and evaluation support for the hackathon, including confirmed mentors and an expert jury in numbers sufficient for high-quality team work and the final selection;
- a successfully delivered hackathon in Skopje, with final pitch sessions, documented jury decisions, and complete attendance records;
- complete project, communication, and technical documentation delivered to ICT Hub;
- a final report with key lessons learned, risk assessment, and recommendations for the next phase;

## 7. Expected deliverables

#	Deliverable	Description of minimum content
<b>D1</b>	Inception document and detailed work plan	A document that clearly explains how the project will be implemented, the main steps,

		deadlines, who is responsible for what, possible risks, and how progress will be tracked and results reported.
<b>D2</b>	Communication plan and participant registration plan	A plan for how the call will be announced, through which channels it will be distributed, how relevant communities and media will be reached, what the application will look like, and the principles by which participants will be selected.
<b>D3</b>	List of mentors and jury members	A list of confirmed mentors and jury members, their short biographies, an engagement plan, as well as clear instructions and criteria by which they will evaluate the teams.
<b>D4</b>	Operational event plan	The final plan for the event itself, including the schedule, venue layout, technical preparation, how the program will be run, and backup options should unforeseen circumstances arise.
<b>D5</b>	Hackathon held in Skopje	A successfully delivered event with participant registration, guided team work, mentor sessions, final presentation of solutions, and minutes recording the jury's decisions.
<b>D6</b>	Post-hackathon support plan	A plan for further work with the teams after the event, including mentor sessions, next development steps, the conditions for solutions to reach MVP level, and how they will be tested.
<b>D7</b>	Two MVP solutions	Two functional solutions prepared for demonstration, with accompanying technical documentation, a usage flow walkthrough, and handover of all relevant materials to ICT Hub.
<b>D8</b>	Final narrative and technical report	A final document with an overview of results achieved, evaluation of the process,

		visibility and communication data, key lessons learned, and recommendations for the next phase.
--	--	---

## 8. Minimum requirements for the bidder

The bidder must meet the following minimum requirements, evidenced by the documentation listed in the section "Contents of the bid":

- a legal entity or sole proprietor registered in the Republic of Serbia or in the region;
- reference experience in organizing at least 2 technology events;
- a team of at least 3 members with demonstrable competencies in delivering technology events.

## 9. Obligations of ICT Hub

- approval of the final topic, 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. Copyright, use of results, and confidentiality

- all materials created during the engagement (communication materials, recordings, photographs, documentation, design, code, repositories, presentations, and reports) shall be handed over to ICT Hub to the extent defined in the contract;
- before work begins, the bidder is obliged to propose a clear regime for managing the intellectual property of teams and participants, including the transfer or licensing of rights to MVP results, in a manner acceptable to ICT Hub;
- the bidder and all of its subcontractors/collaborators are obliged to maintain the confidentiality of all unpublished information they obtain 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 signing the contract	50%
Tranche 2	Upon acceptance of the final report D8	50%

## 12. Contents of the bid to be submitted by the bidder

---

- a short narrative description of the organization/bidder and relevant experience;
- a technical bid with an understanding of the task, proposed methodology, and operational approach;
- a proposed team with short biographies of the key persons engaged;
- an indicative work plan and timeline;
- a financial bid with a clear breakdown of costs by phase or service package;
- a statement accepting the terms regarding copyright, confidentiality, project visibility, and the responsible use of AI tools;
- a completed and signed Legal Entity Form (LEF) — attached to this RFP;
- a completed and signed Financial Identification Form (FIF) — attached to this RFP.

## 13. Criteria for evaluation and selection of the most favorable bid

---

The bidder will be selected on the basis of the quality of the technical and financial bid, relevant experience, and operational capacity to deliver the engagement. Only timely and complete bids that meet the requirements of this RFP will be considered. Selection is made on the principle of the most favorable bid, not solely the lowest price.

Proposed scoring criteria (total of 100 points):

- the bidder's relevant experience in delivering similar programs/events – 20 points;
- quality and relevance of the proposed team – 20 points;
- operational plan and organizational feasibility – 30 points;
- financial bid – 30 points.

Note: ICT Hub reserves the right to request additional clarifications of the bid from the bidder, and to take into account, when making its selection, the overall quality and feasibility of the proposed approach.

## 14. Submission of applications

---

- deadline for submission of bids: 14 May 2026, 17:00 local time;
- method of submission: by email to [marko.ljubenovic@icthub.rs](mailto:marko.ljubenovic@icthub.rs), with the subject line "Bid — Hackathon Skopje SheSafe Online"; alternatively, by physical delivery to the address ICT Hub, Kralja Milana 10, 11000 Belgrade, in a sealed envelope with the same designation;
- contact for questions: [marko.ljubenovic@icthub.rs](mailto:marko.ljubenovic@icthub.rs) (see section 15. Questions and clarifications);
- expected start of the engagement: after signing the contract;
- bid validity period: at least 60 calendar days from the expiry of the bid submission deadline;

- mandatory annexes: completed and signed Legal Entity Form (LEF) and Financial Identification Form (FIF), available for download as an attachment to this RFP.

## **15. Questions and clarifications**

Interested bidders may submit questions about this RFP only in writing by email to: marko.ljubenovic@icthub.rs, no later than 5 working days before the expiry of the bid submission deadline. ICT Hub will publish answers to all received questions, together with the content of the questions (without identifying the submitter), to all interested bidders no later than 3 working days before the deadline, in the same manner in which the RFP was published. Questions received after that deadline will not be considered.

## **16. Closing note**

---

ICT Hub reserves the right, prior to the conclusion of the contract, to further align the hackathon topic, target group, key success indicators, budget framework, visibility rules, and the way rights to results are managed. The bidder is expected to propose a proactive, responsible, and well-structured approach that connects community mobilization with high-quality organization and event delivery.