

**Terms of Reference  
Small Grant Scheme  
Coaches/Mentors  
Digital Activism Accelerator**

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## 1. General information on the Digital Activism Program

Across the world, the spread of disinformation is on the rise. Its volatile growth is the result of the strategic use of online disinformation, which undermines democracy, and polarizes societies.

While ways to combat disinformation are currently trending in the media, the existing tactics are primarily directed at fact-checkers and journalists, leaving wider civil society actors to their own devices.

Since 2018, TechSoup Network's Digital Activism Program aims to provide multi-faceted support to civil society organizations (CSOs) and their staff in Central and Eastern Europe (CEE), Latin America, West and South Africa. In the area of countering disinformation, the program strives to increase their understanding of the issues connected with direct disinformation threats through research, strengthen their capacity to deal with disinformation, boost their knowledge and connections within the nonprofit network.

The main goal of our work within the program is to:

- Increase understanding of issues around disinformation threats to civil society;
- Provide CSOs with knowledge, training, individual consultations, small and collaborative grants, as well as access to tech solutions and tools which will help them design effective disinformation response campaigns;
- Strengthen the regional CSO network to amplify knowledge sharing and deepen connections.

In order to strengthen the above-mentioned goal, Metamorphosis Foundation in close collaboration with TechSoup is providing small and collaborative grants to CSOs and groups of CSOs participating in the Digital Activism Accelerator, led by TechSoup with support from Google.org.

## 2. Small Grant Scheme

Local Action Plans (LAPs) aim to support CSOs or groups of CSOs participating in the Digital Activism Accelerator in co-creating responses and actions to address the problem of disinformation in their communities by using technology and innovative tech tools. Local Actions Plans should launch initiatives that support underserved populations and communities across CEE, especially those who are more at risk of being targeted or affected by disinformation. Through the LAPs, small grants and collaborative grants will be awarded.

Once the initiatives are selected, Metamorphosis Foundation will provide support through tailor-made mentoring for sub-grantees to further strengthen their capacities and to respond to their specific needs, including public relations, communication, evaluation, etc.

### *Coaching and mentoring*

The project will create a regional pool of at least 3 coaches/mentors with complementary expertise like research, writing policy papers, project management, data visualization, media reporting, financial reporting, PR, strategic use of new media and experience in work with initiatives related to Open Government Partnership (OGP), open data and digital security. The purpose of these coaches/mentors is to secure hands-on experience for the sub-grantees. The sub-grantees will receive advice and assistance by these coaches securing the necessary input for the projects.

Providing only trainings has proved as an insufficient incentive for CSOs to put their knowledge in use and implement concrete actions. Coaching ensures follow up and practical use of gained knowledge and skills through grant-supported concrete initiatives, contributing to a more active civil sector. In order to increase CSOs' credibility, the coaches will directly aid them in performing research, formulating and designing policy briefs and other documents, which shall serve as basis for each initiative and also provide tools to counter efforts to discredit them. Coaches will help CSOs to use new technologies and proven advocacy methods to conduct outreach towards their constituents, media and relevant state institutions.

### **3. Competencies of the coaches**

The coaches are divided into two categories:

#### **1. Capacity building coach:**

\* The Coaches need to have complementary expertise like research, writing policy papers, project management, data visualization, media reporting, financial reporting, PR, strategic use of new media and experience in work with initiatives related to Open Government Partnership (OGP) and open data.

#### *Tasks of the coach:*

1. To complement the capacity building efforts and to provide follow-up support to the targeted CSOs in applying gained knowledge to their particular organizational and community circumstances, as well as to allow for continuous and tailored support.
2. To assist sub-grantees in performing relevant research and formulate policy briefs and other documents, which shall serve as basis for each initiative, design them in a user friendly and understandable way (including using data visualization tools).
3. To support the sub-grantees to use new technologies and proven advocacy methods, as well as outreach mechanisms.

#### *Activities of the coach:*

- Minimum 1 coaching session with the sub-grantees per month (at least 1 hour per session)  
*Supporting documentation: Minutes from the session, photo/screenshots, list of participants*
- Minimum 5 hours of external support with the sub-grantees (via e-mail, phone, etc.), depending on the need of the sub-grantees.  
*Supporting documentation: Activity log of coaching support (date, sub-grantee, purpose for support, support provided)*

## 2. Digital security coach:

At least one coach with extensive knowledge of digital security will be engaged to prepare minimum 8 digital security plans for the supported CSOs.

### *Tasks of the coach:*

- To increase the security of the organization, but also to increase the awareness of employees and managers, to gather information on the infrastructure and resources they have (e.g., for future development), and to construct an action plan in case of an incident. These four results will help manage the organization's IT infrastructure.

### *Activity of the coach:*

- To prepare minimum 8 digital security plans for the supported CSOs. The template of the digital security plans will be provided by Metamorphosis Foundation.

Based on the expertise fields, Metamorphosis Foundation is aiming to select at least three coaches. The purpose of these coaches is to secure hands-on experience for the sub-grantees. They will be constantly advised and assisted by these coaches securing the necessary input for the projects. Metamorphosis Foundation will be at the disposal of the coaches during the duration of the projects of the sub-grantees.

## 4. Reporting

The coaches should continuously report to Metamorphosis Foundation about their training programs and how they will organize the coaching process, by submission of coaching/mentoring plan consisting of topics, methods, monthly timeframe, and plan for overcoming challenges. Coaches are obliged to submit work reports from each coaching session (Minutes from the session, photo/screenshots, list of participants).

## 5. Travel expenses and accommodation

For all necessary traveling as part of the project, Metamorphosis Foundation will reserve suitable accommodation and will reimburse travel expenses.

## 6. Timeframe and applying

The project will create a pool of at least 3 coaches. Metamorphosis Foundation shall use the database of trained coaches/mentors for specific field of expertise. **The period of engagement will be between January 2024 and October 2024.** All interested candidates can apply by sending CV and financial offer to [marijana@metamorphosis.org.mk](mailto:marijana@metamorphosis.org.mk) with subject: **Capacity building coach – Digital Activism Accelerator** or **Digital security coach – Digital Activism Accelerator**.

The financial offer should be detailed by day's rate in gross amount. **The call is open no later than 12<sup>th</sup> of January 2024.**