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Innovation Dialogues Europe Africa D4D Hub Project



EU  INTERNATIONAL PARTNERSHIPS  
DIGITAL FOR DEVELOPMENT HUB

# Project Action Plan

31st January 2022

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## COVER PAGE

Deliverable 1.1

Project Action Plan

Work Package 4: Project Management

Date of delivery: 31st of January 2022

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### Contributors

Name	Organisation
Lucrezia Biteete	GIZ

### Revision History

Version	Date	Reviewer	Modifications
1.0	12.01.2022	Lucrezia Biteete	Established
1.1	21.01.2022	Lucrezia Biteete	Incorporation of comments from Anneli Roose, Civitta
1.2	31.01.2022	Lucrezia Biteete	Incorporation of latest updates

*The IDEA D4D Hub project is funded under the Horizon 2020 Programme. With a duration of 22 months starting in December 2021, it seeks to strengthen the capacity of civil society organisations and academia in Africa to participate in a meaningful dialogue around inclusive digital transformation. It is implemented by 5 partners; BetterplaceLab, Enabel, Expertise France, GIZ and Smart Africa Secretariat.*

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## OVERVIEW

The Innovation Dialogues Europe Africa (IDEA) D4D Hub Project officially started on 1st of December 2021, and was officially kicked off by a session on 15th of December 2021. The project is launched in the context of the D4D Hub, which was launched in December 2020 to coordinate the efforts of the EUC, member states, private sector and financing institutions around inclusive and human centered digital transformation. This project specifically focuses on civil society organisations (CSOs) and academia.

The project is currently in a detailed planning phase, which might see some changes to the project execution plan. However, since these changes have not yet been accepted by the Project Officer, this plan includes the schedules as initially agreed.

## GOALS

The strategic objectives of the project are:

1. Empower strategic multi-stakeholder partnerships and cooperation on research and innovation in the digital economy between Africa and Europe
2. Strengthen the international dimension of Horizon 2020 (H2020)
3. Contribute to the implementation of the European Commission D4D Strategy

The direct objectives of the project are:

1. Supporting and strengthening the role of ICT/digitalisation stakeholders (civil society and academia) to engage and contribute actively to multi-stakeholder dialogues for human centered digital transformation
2. Supporting the development of joint digital innovations as a response to societal challenges hindering an inclusive digital society

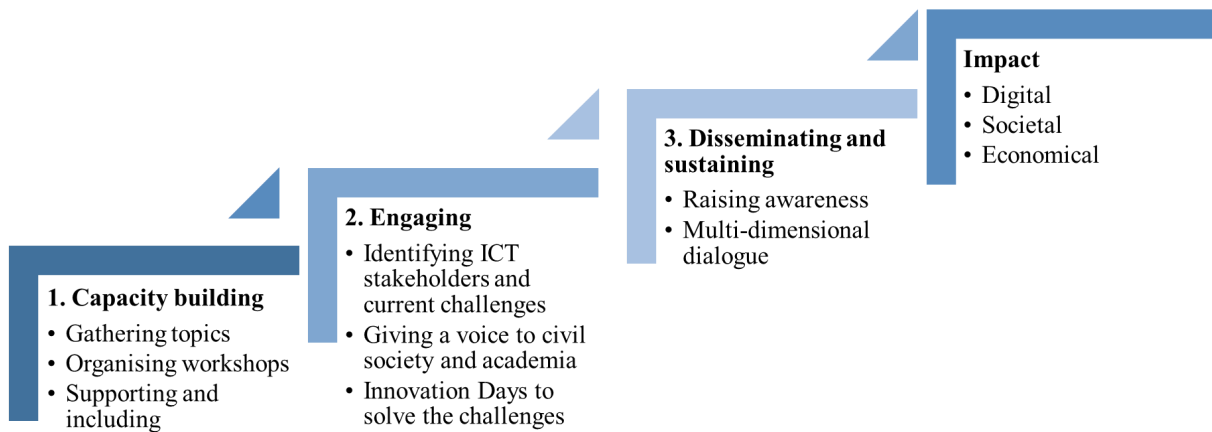
The project is strategically important and relevant because:

1. The D4D Hub follows a multi-stakeholder approach with governments, tech-companies and civil society: IDEA is fostering civil society engagement into that approach
2. Civil society plays a crucial role in holding governments and the private sector accountable
3. Civil society organisations give a voice to the most vulnerable
4. Civil society organisations are key to achieve inclusive, green and human centered digital transformation

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5. The project will test innovative ways to engage CSOs and forge ties between CSOs in Africa and Europe, which can be exploited by other initiatives and scaled up
  6. The project will promote role of CSOs in other D4D Hub projects and activities
  7. The project will generate valuable network of CSO stakeholders in Africa and Europe

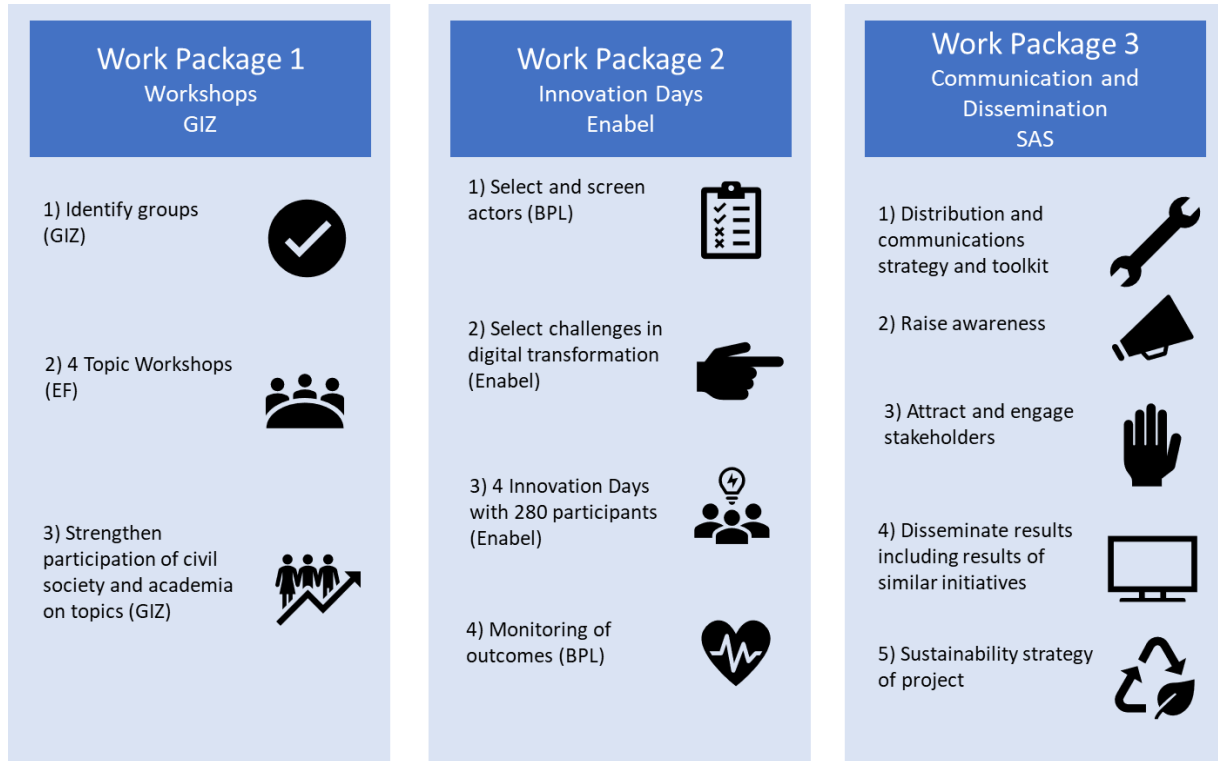
## THEORY OF CHANGE

The project has activities that focus on capacity building and engagement, which will be sustained through dissemination and continuous follow up.



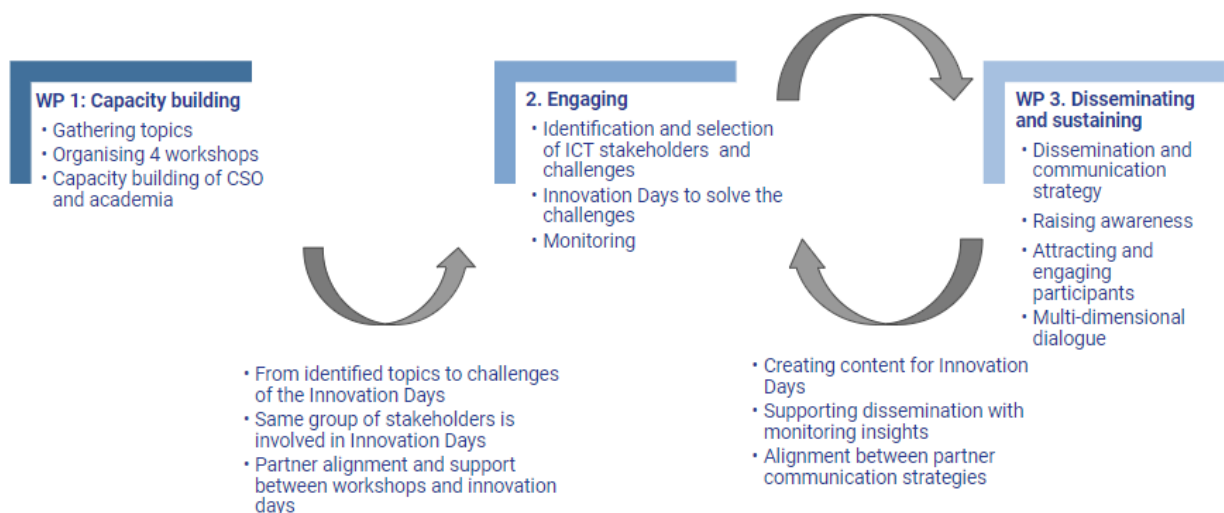
## ACTIVITIES

The project has four work packages:



WP4 consists of project coordination and management, and is led by GIZ.

The different work packages are all interlinked. In particular, WP1 feeds into WP2 activities. WP3 is involved all along to engage stakeholders in the activities and disseminate results.



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## TARGET GROUPS

Main the main target group is academia and civil society in EU and Africa, with a focus on the following organizations:

1. Civil society<sup>1</sup> (NGOs, citizens initiatives, general public as potential users of ICT innovations)
2. Human rights organizations
3. Universities and other educational institutions active in digital skills development
4. Think tanks/ independent research institutes
5. Women and youth organisations active in topics related to digital transformation

For the Innovation Days, additional stakeholders will come from private- and public sector, such as:

1. Government officials from ICT ministry, policy makers
2. Private sector (ICT companies, DIHs, start-ups, telecom, financial institutions)
3. Diaspora
4. Civil society organisations and other relevant stakeholders in Europe engaged in topics around inclusive digital transformation

The project activities will take place in 5 countries in Africa: **Tunisia, Morocco, Burkina Faso, Uganda and Mozambique.**

## RISKS

The following risks and challenges have been identified for the execution of the project. The consortium is actively discussing and planning for mitigation strategies.

1. Lack of funding for innovation projects can lead to a lack of engagement by stakeholders for the innovation days
2. Covid-19 restrictions: presence and mobility is restricted
3. National political agendas restricting the availability of stakeholders (elections, Internet shutdowns, shrinking democratic spaces)
4. Topics are restricted by socio-economic and political environment

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<sup>1</sup> On a preliminary basis, the project has adopted the following definition of civil society organisations: Civil society organisations embrace a wide range of actors with multiple roles and mandates which includes all non-State, not-for-profit independent and non-violent structures, through which people organise the pursuit of shared objectives and ideals, whether political, cultural, religious, environmental, social or economic. Operating from local, national, regional and international levels, they comprise urban and rural, formal and informal organisations (EU-NDICI)

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5. Lack of resources (mentors, jury, experts, facilitators)
  6. Unbalanced participation between regions
  7. Overlapping agendas between various AU-EU projects and lack of coordination
  8. There might be a mismatch between set deliverables and deadlines in the grant agreement, compared with actual implementation of activities

In order to mitigate the last risk, the consortium embarked on a detailed planning process in January 2022, which is still on-going. The aim of the process is to develop a detailed project schedule, adapted to the current realities on the ground, as well as taking into account practical aspects of the implementing partners. Preliminary analysis shows that the project execution approach might change from the one proposed in the proposal. The Coordinator will discuss the next steps with the Project Officer, but the changes are not likely to have any impact on the successful execution of the project activities within the planned time frame.

## **WP1: STRENGTHENING THE CAPACITIES OF CIVIL SOCIETY AND ACADEMIA**

The main objective of WP1 is to strengthen the capacity of civil society and academia to participate in the development of an inclusive and sustainable digital economy and society and human-centric digital transformation that safeguards democratic values and rights in the interaction between citizens and technology.

There are three sub-objectives:

1. Include civil society and academia to the creation of new innovative solutions to ensure that the solutions are relevant to the challenges of the society and the people.
2. Enable civil society organizations to acknowledge the benefits and speak up about the risks of the society in the digital economy.
3. Support the development of innovation networks between African and European counterparts to sustain joint initiatives.

The work will be guided by the following principles:

1. Raise awareness and empower CSO participation in solutions identification
2. Ensure participation of marginalized populations
3. Empower social start ups and create network with EU CSOs and tech companies
4. Inform the CSOs and increase their knowledge about innovation initiatives and challenges






The capacity building of CSOs will follow these steps:

1. Assess local needs (directly from CSO organizations)
2. Empower them and stimulate intra community debates

### 3. Include and support initiatives and involvement

## Tasks

WP1 has three main tasks. The WP is led by GIZ, but the workshops will be executed by Expertise France (and ISOC pending Amendment). The workshops will be held physically if Covid-19 restrictions allow, in hybrid format or virtually.

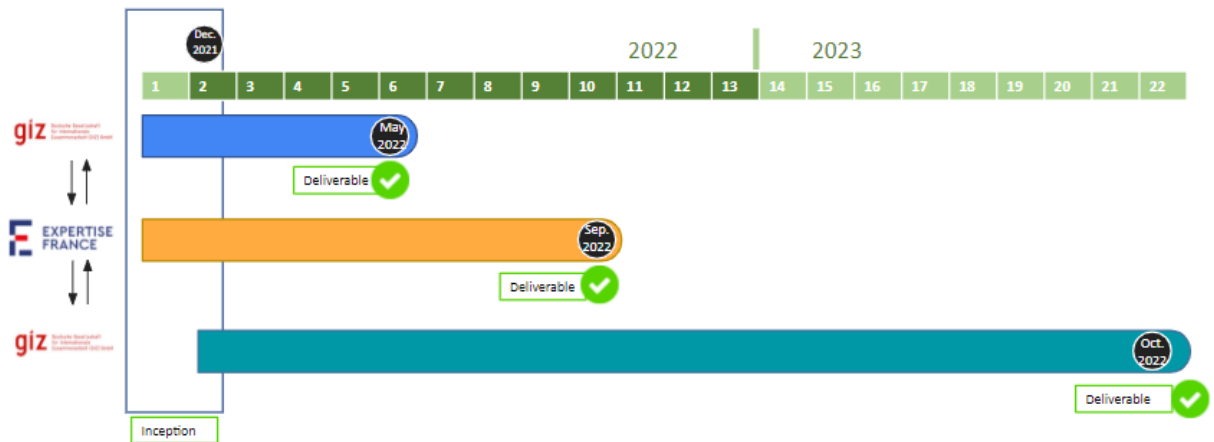
Name		Goal	Tasks	Deliverable
1.1 Identification of civil society stakeholders and needs	 Supported by 	<ul style="list-style-type: none"> <li>Identify topics of relevance for to align workshops content to local needs</li> <li>Match African and European CSOs for future collaboration</li> </ul>	<ul style="list-style-type: none"> <li>Identify 80 African Participants for the 4 digital economy and society related civil-society workshops (T1.2) and pre-analyze their needs</li> </ul>	Report on the identified civil society topics
2.2 Civil-society workshops on digital economy and society		Empower CSO organisations	Organize <u>4 specific topic workshops</u> <ul style="list-style-type: none"> <li>up to 20 participants each and 80 participants total from society organisations, universities, research centers and think tanks</li> <li>4 countries : 2 East-African and 2 West-African countries)</li> </ul>	Report on the topic-specific workshops This deliverable includes the summary of the workshops
2.3 Strengthening the participation of African civil society organisations	 Supported by 	Ensure that civil society remains engaged the digital transformation process.	<ul style="list-style-type: none"> <li>Support the building of networks between African participants and with European counterparts</li> <li>Continue to supporting the participants in building up knowledge on the impact of digital for the society</li> <li>Integrate results of WP1 to the upcoming activities of the project</li> </ul>	Report on the activities to strengthen the participation of African civil society

## Timeline

The timeline for WP1 activities is presented below. The WP has three main deliverables:

1. Report on identified civil society topics
2. Report on the topic-specific workshops
3. Report on the activities to strengthen the participation of African civil society





## WP2: POOLING OF CHALLENGES AND ENGAGING STAKEHOLDERS

The objective of WP2 is to pool the challenges that society is facing in digital transformation to tackle them in the process of ICT research and innovation, and to facilitate practical collaborations between key stakeholders of the digital economy and society to boost the development of new strategic partnerships and collaboration for joint digital social innovation.

Specific objectives:

1. To ensure that digital transformation serves the public interest by putting values, needs and general interests of society at the center of this revolution
2. To ensure that key challenges hindering a human-centred digital transformation (e.g. unequal access to digital opportunities, human rights risks, digital gender gap, etc.) are addressed through multi-stakeholder co-created research and innovation initiatives
3. To facilitate practical collaborations between key stakeholders of the digital economy and society to boost the development of new strategic partnerships and collaboration for joint digital solutions.

### Tasks

The WP is led by Enabel, with support from BetterplaceLab. The main output of WP2 is as follows: Key challenges for human-centric digital transformation in the partner countries have been identified and innovative solutions have been co-created.

This includes the following tasks:

1. T2.1: Stakeholders Identification: Stakeholders active and relevant in value driven, human centered digital transformation have been identified
2. T2.2: Selection of challenges: Challenges towards a value-driven, needs-based and human-centred digital transformation are selected
3. T2.3: Methodology of the Innovation Days
4. T2.4: Innovation Days: 4 hybrid Innovation Days with AU and EU participants (Morocco, Burkina Faso, Uganda, Moz)
5. T2.5: Monitoring of the Innovation Days

The innovation days will be executed in a hybrid format, in order for European and regional stakeholders to participate.

## Timeline

The WP has the following deliverables:

1. Report on intercontinental ICT stakeholders
2. List of selected challenges
3. Methodology for the Innovation Days
4. Methodology for monitoring
5. Lessons learned from the Innovation days
6. Report on monitoring of the activities

The planned activities for the first six months of the project look as follows:



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## **WP3: DISSEMINATE AND SUSTAIN**

The objective of WP3 is to maximize the impact of the project by disseminating the results, promoting ICT and digital economy related initiatives, and promoting different cooperation and financing opportunities.

The main activities include:

1. Developing a dissemination and communication strategy ;
2. Raising awareness about the project and its activities;
3. Raising awareness about cooperation and financing opportunities;
4. Attracting participants and engaging stakeholders;
5. Disseminate the project results;
6. Creating synergies between the initiatives to ensure the sustainability of the ideas developed in WP2;
7. Create a sustainability and exploitation strategy for the project.

### **Tasks**

This WP is led by Smart Africa Secretariat. The tasks of this WP are guided by two strategic documents, the dissemination and communications strategy, and the exploitation and sustainability strategy.

The dissemination and communication strategy for the project will consolidate the activities of the project partners into a concrete action plan with guidance on dissemination and communication actions for all partners, including the necessary KPIs – with the following:

1. Overall objectives and main messages ;
2. Activities ;
3. Target groups ;
4. Channels ;
5. Materials needed ;
6. Timeline ;
7. Responsibilities of each partner ;

The exploitation and sustainability plan of the project aims to define the exploitable results of the project, key partners involved and a realistic map for relevant issues to be exploited through:

1. An assessment of internal and external conditions that will affect the sustainability of the project (e.g. increase of interest, benefits, etc.) ;
2. An outline of the possible continuation of the project including a review of:

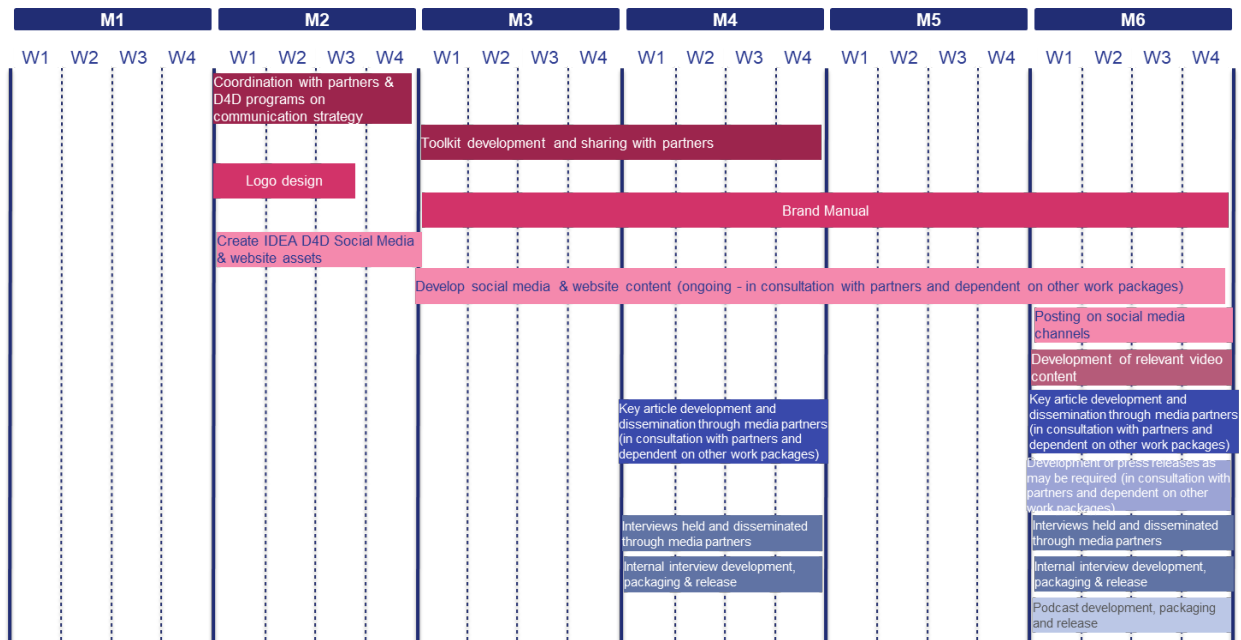
- a. Continuation of the project with the project partners as well as the uptake of the concept and project results by other stakeholders;
- b. Exploitation plan of the project’s results;
- c. Best practices from the project and how to put them in use beyond the project’s lifetime;
- d. Continuation and expansion of the stakeholder collaboration model.

## Timeline

The WP has the following deliverables:

1. Dissemination and Communications Strategy
2. Website
3. 1st Report on Dissemination and Communications Activities
4. 2nd Report on Dissemination and Communications Activities
5. Exploitation Strategy

The action plan for the first six months looks as follows:



## WP4: PROJECT MANAGEMENT

The overall objective of WP4 is to ensure the smooth overall project management (costs, time, results) with an emphasis on meeting the EC requirements (concerning reports, formal reviews). This includes the administrative and financial aspects of the grant management. In addition, it includes ensuring that policies are in place to govern project activities such as quality

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management, internal information flow, dissemination, partnership agreement, intellectual property, ethical issues, gender aspects, conflict resolution and risk assessment.

## Tasks

The WP is led by GIZ. It includes the following activities:

### Project Management

1. Quality management, monitoring and evaluation; risk assessment
2. Project-related communication, reporting towards EC and partners
3. Legal, contractual, financial and administrative management
4. Monitoring and control of project schedule
5. Ensuring timely release and accuracy of deliverables

### Partnership Management

1. Ensure coordination and timely delivery of activities
2. Set up online collaboration and information sharing platform, take advantage of technology for best efficiency and collaboration
3. Effective communication, collaboration, cooperation
4. Close alignment with D4D Hub approach and partnership with relevant projects' stakeholders

The project governance will consist of a project management board with representatives from all consortium partners as the highest decision making body, taking decisions based on consensus as a general rule. The consortium partners will also sign a partnership agreement.

### Timeline

The WP has the following deliverable:

1. Project action plan
2. Quality Management Plan
3. Revised action plan

The activities for WP4 in the first six months are outlined below. Some key activities of the other WPs are also included, since coordination of them is an important part of WP4. The focus for WP4 in the first months is to set up the project governance structure, and make sure the guiding documents and policies are in place.

Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022
<b>Kick Off</b>	<b>Project Governance</b>	<b>Stakeholder Mapping</b>	<b>Stakeholder Engagement</b>	<b>Workshops</b>	<b>Selection of Challenges</b>
Pre-kick-off Kick-off Partnership Agreement Country selection Amendment Collaboration tools	First meeting PMB Minutes kick-off and Action Plan submitted Project Governance Structure in place Financial reporting training	Light Review Quality Management Plan Consortium coordination Promote project Create linkages with other D4D Hub projects	Selection of Topics First Workshop? Report on Stakeholder Identification Communications Strategy Website	Second and Third Workshop Start selection of Challenges Regular Consortium meetings	Selection of Challenges Preparation for Innovation Days

## Progress by January 2022

1. Kick-off was successfully held on 15th of December 2021. This document is based on the material prepared and presented during the kick-off meeting
2. All partners have signed the Accession form
3. Partnership agreement final draft has been accepted by partners and is in process of being signed
4. Weekly coordination meeting has been set up starting 12th of January 2022
5. Collaboration tools in place: document portal with folder structure, document collaboration tool, task management tool, short messaging tool
6. Financial management and reporting training took place on 18th of January
7. Detailed project time schedule with new proposed approach for project execution has been developed by WP1 and WP2 leaders. The partners propose to execute the project country by country (workshop and innovation day in a country within a time span of 3-6 weeks) and then move to the next country. Coordinator will now discuss this proposal with the Project Officer.

