

CALL FOR APPLICATIONS 2

To distribute 7000 HP laptops through a call for applications
for educational institutions

Background information:

HP Inc. is donating 7000 laptops to children and their families fleeing from the war of aggression, as well as to the organizations and educational institutions helping them. The donation is being made by Business Coalition for Education, of which HP Inc. is a member, through the International Step by Step Association. In Hungary, the donation will be distributed by Partners Hungary Foundation.

Partners Hungary Foundation considers it of utmost importance to mitigate the consequences of the humanitarian disaster provoked by the war in Ukraine which broke out on 24 February 2022, especially to support the access to education and inclusion of families, children, persons in adult education, or in justified cases, persons who cannot be classified into any of these categories, fleeing to Hungary or forced to flee within the borders of Ukraine.

In line with the donor's intentions, the laptops will be distributed primarily to organizations, formal and informal groups engaged in helping refugees, organizations and institutions fulfilling educational and public education functions, as well as to pedagogues, refugee children and families.

Two types of calls for applications are announced:

1. Call for applications for NGOs and other organizations supporting refugees and for their clients ([application form for NGOs](#)), and
2. Call for applications for educational institutions, organizations, groups, as well as for professionals providing educational services and for their pupils, students — the present Call for Applications ([application form for educational institutions](#)).

The most important principles of the project:

- **Speed:** The laptops should be distributed to the beneficiaries as soon as possible so that they may be used right away for efficient learning, free time activities and finding information as the school year has already begun.
- **Trustworthiness:** We want to make sure that the laptops are indeed made available for children and families in need and to the teachers, organizations and educational institutions that support them, and we want to prevent any potential misuse as much as possible.
- **Cooperation:** Cooperation among volunteers, professionals and organizations engaged in the work with refugees is very important, because it is only through sharing information, complementing each other's competences, thinking and acting together, and showing solidarity that we can respond to constantly changing needs.
- **Sustainability:** We want to make sure that the laptops are used for a long time, that their capacity is fully exploited for the service of the beneficiaries, and that the entire teacher and student community benefits from their use, especially in the case of educational institutions.

- **Monitoring, impact measurement:** We would like to evaluate how having access to laptops impacted the lives of the beneficiaries; we will use the Most Significant Change methodology for this purpose.
- **Transparency:** We want to distribute the laptops in a transparent way, while ensuring compliance with the rules on the processing of personal data. A list of names of successful Applicants, the number of laptops still available, and information about the Call for Applications will be made available on our website.

The goal of this Call for Applications:

To support educational institutions that provide teaching, training, language teaching, tutoring, mental health and psychological support, sports and recreation activities, and accommodation to students fleeing from Ukraine, and also provide support to their families (accommodation, social and integration services, help and mental health support to vulnerable groups), by providing them with laptops and computer support for their services, thus supporting their professional work. To improve the quality of life of students in close support contact with these educational institutions, improve their access to educational services, facilitate their access to Ukrainian online education, improve their labour market prospects, help them spend their free time in a useful way, provide them with support in official procedures, support them in maintaining contact with their families and members of their community.

Should the number of requests exceed the number of laptops available in the project, preference will be given to refugees living in Hungary and the institutions helping them.

Who can apply?

This is an open call for applications. The following entities may apply:

- educational institutions and higher education institutions,
- not-for-profit and for-profit business organizations,
- informal groups and organizations, self-help groups, etc.

that are engaged in providing education, accommodation, mental health support, and sports and recreation activities to students fleeing from the war.

Applicants may request laptops for the following beneficiary persons:

- For personal use by students in elementary school, vocational school, secondary school, university, or adult training,
- Pedagogues, teachers, trainers, language teachers, support practitioners, and volunteers in contractual relationship with the institution, who are actively engaged in supporting refugees, to support them in their professional work and for personal use,
- Independent pedagogues, teachers, language teachers and mental health professionals who work at the institution and are actively engaged in supporting refugees,
- In justified cases, for personal use by other persons in contractual relationship with the institution, and
- In justified cases, for other educational purposes.

The following entities are excluded from the Call for Applications:

- political parties, political party foundations,
- state, government and budgetary bodies and their institutions,
- municipalities.

The subject matter of the Call for Applications:

New HP240-480G8/EliteDesk/ProBook/Pavilion/x360Convertible laptops donated by HP Inc. with English and Ukrainian keyboards, excellent for everyday use. The laptops are equipped with Core i3-i7 processors, 8-16GB RAM memory size, and 256-1TB storage capacity. Laptop type will be selected based on the applications received and the intended use.

Rules on the number of laptops that may be requested:

- Laptops requested for the institution's volunteers and for staff members participating in the work with refugees, employed by the Applicant or in other contractual relationship with the Applicant:
 - A maximum of 1 laptop per professional may be requested for pedagogues, teachers, and support practitioners working with refugee students.
 - A maximum of 3 laptops per institution may be requested for volunteers engaged in the work with refugee students, provided that laptop use is indispensable for their work.
- A maximum 10 additional laptops may be requested for ensuring other services.

In any case, laptop use must be indispensable for the activity indicated above, and a justification must be provided for the request on the application form.

Application procedure:

Applications may only be submitted electronically via the online application form available at the following link:

- [Application form](#)
- No additional documents need to be submitted along with the online application form.
- Application deadline: 19 December 2022
- Applications will be evaluated, and results will be announced on a continuous basis.

Evaluation:

Applications will be evaluated, and the type and number of laptops to be awarded will be determined by an evaluation committee, taking into consideration the general rules on conflict of interest, and based on the following evaluation criteria:

- Fully completed application form,
- Coherence of information provided in the application form,
- Complexity of services provided for refugees.

Preference will be given to Applicants who:

- work in close cooperation with the concerned and participating bodies, organizations, individuals, and institutions,
- make additional commitments, or provide additional services for the beneficiary persons, including but not limited to the following:
 - collecting the awarded laptops from Budapest in person,
 - installing Windows operating system on the laptops using the product key provided by the donor,
 - installing Office 365 software on the laptops from own resources,
 - teaching computer skills for users,
 - installing educational software on the laptops,
 - if the beneficiaries are children, installing age-restriction filters on the laptops,
 - technical and software maintenance and servicing of the laptops,
 - providing internet access for the laptops,
 - providing printer and scanner use, etc., if needed.

The evaluation committee may request further information from the institutions before it makes its final decision. The committee's decision made in the exercise of its discretion will be final. Additional requests concerning the number and type of laptops will not be considered.

Prerequisites to collecting the awarded laptops:

- Filling in and submitting the **End User Data Sheet** sent electronically upon submitting the online application form with the data of the beneficiary persons and the information about the intended use of the laptops. The processing of the personal data of the beneficiary persons is governed by the Data Privacy Information Sheet;
- Signed **Grant Contract** between Partners Hungary and the successful Applicant in regard to the laptops remaining in the institution's ownership;
- Signed **Agency Contract** between Partners Hungary and the successful Applicant in regard to the laptops donated to the beneficiary persons.

If you have any further questions, please contact the project team via the following email address:

laptoppanyazat@partnershungary.hu

- Kata Kárász, Project Manager,
- Erzsébet Emese Nagy, Project Coordinator, and
- Ádám Bagu, IT officer

Find out more about Partners Hungary Foundation at: https://partnershungary.hu/hu_hu/

PHF wishes you success with your application!