



# CALL FOR BUSINESS PLAN PROPOSALS FOR THE UCC/UCUSAF GRANT FOR ESTABLISHING AND SUPPORTING ICT CLUBS IN SECONDARY SCHOOLS

## STATEMENT OF REQUIREMENTS

### 1.0 Introduction

The Uganda Communications Commission (UCC) through the Uganda Communications Universal Service Access Fund (UCUSAF) has launched a call for business plan proposals to establish a collaboration in the implementation of key activities to establish ICT clubs in secondary schools where UCC through UCUSAF established ICT laboratories.

UCC/UCUSAF III has set aside resources to be utilized under a collaborative grant framework between UCC/UCUSAF and a suitable partner to implement the project. Some of these funds are available within the operational budget of Financial Year 2020/21.

### 2.0 Background

UCC through the UCUSAF established over 1200 ICT labs in secondary schools in all districts of Uganda. The ICT labs were set up with the following objectives.

1. To integrate ICT into teaching and learning.
2. To create a point of entry for e-skills development for underserved and unserved areas.
3. To provide infrastructure for school digital content delivery and access.

From project monitoring, it was established that one of the challenges faced by the school ICT labs is sustainability. This is partly due to schools' budget constraints and also due to limited knowledge and skills for proper operation of ICT equipment. There is also the limited presence of qualified technicians for preventive and corrective maintenance of the school ICT labs especially in schools that are far from urban areas.

ICT clubs is one of the envisaged cost-effective and sustainable solutions to the maintenance of school ICT labs to ensure project sustainability. The club members shall be equipped with practical skills for maintenance of the computers and they shall also obtain other ICT skills through the club activities.

Based on the above facts, UCC/UCUSAF is seeking to collaborate with a suitably qualified stakeholder with the requisite qualifications, resources, competencies and experience as per the eligibility criterion and statement of requirements presented in this call. The partner shall implement initiatives aimed at addressing the challenges identified above and other emerging sector challenges like those raised by the COVID19 pandemic. This planned collaboration will see UCUSAF offer technical and financial support subject to the availability of funds.

### **3.0 Project Objectives**

#### **3.1 General Objective**

The general objective is to establish 15 ICT clubs in secondary schools in all regions of Uganda. (Western, Central, Eastern, and Northern) The new clubs as well as the 43 already established clubs must be supported in their activities for a period of two years.

#### **3.2 Specific Objective**

- (i) To ensure School ICT Labs project sustainability through skilling students with maintenance skills and best practices of ICT equipment operation.
- (ii) Empower students to increase their ownership and thus responsibility for the ICT labs.
- (iii) Ensure students gain practical ICT skills above what is in the curriculum and to give them more ICT exposure like programming, App development and Web designing.
- (iv) To have students directly engage with UCC/UCUSAF on ICT matters in their schools and thus reduce the need for routine monitoring visits to the schools. (Clubs shall be given a template for self-monitoring)
- (v) To spur innovations as UCC/UCUSAF intend to annually recognize and support students with outstanding ICT skills and ICT innovations from secondary schools.

#### **4.0 Project Actions**

1. Work with schools heads to establish schools ICT clubs and club leadership structures.

2. Develop ICT Club activities for the year
3. Equip ICT club membership with knowledge and skills for operation and maintenance of ICT equipment.
4. Engage students in fun but educative ICT club activities.

## **5.0 Target Group**

This initiative targets secondary schools where UCC established school ICT labs across the country.

## **6.0 Eligibility of Applicants**

### **6.1 General Criteria**

1. Be a legally established non-profit entity in Uganda with a mandate to work with secondary schools in Uganda.
2. The applicant must be in satisfactory financial health and have adequate financial systems to report to UCUSAF as shall be required.
3. The applicant must have the capacity and willingness to work in urban and rural Uganda.
4. The applicant should provide proof of more than 2 Years' experience in working with secondary schools in Uganda.
5. The applicant should have plans and intent to sustain the initiative.

### **6.2 Preference**

The Fund will give preference to applicants whose Business Plan proposals highlight the following: -

1. Demonstrate clear understanding and experience in dealing with education institutions in Uganda especially secondary schools.
2. Entities that have qualified human resources in house with the ability to implement the proposed project within the proposed timeframe
3. Proposals that provide for greater innovations in the execution of the project actions in remote and challenging environments (e.g. using existing infrastructure amidst lack of access or remoteness to the power grid, among others, mobilization of stakeholders, adhering to COVID 19 SOPs,)
4. Clear material contribution from the applicant over and above the grant amount.
5. Proposals that demonstrate higher value for money

## **7.0 Assessment Criterion**

The grant applications will be assessed based on a 3-stage process (Administrative, Technical and Financial) process: -

1. Administrative- will focus on assessment of the eligibility
2. Technical – will focus on clarity of the motivation, smartness of goals, appropriateness of methodology and project management, the feasibility of work plans, impact of the project, Ability to meet project priorities, addressing of crosscutting issues and project sustainability capacity to deliver.
3. Financial – will focus on Value for money, sustainability and the ability to mobilize more resources to scale the initiative.

## **8.0 Risk Assessment**

The UCUSAF Assessment team will carry out a Risk assessment of the indicated and non-indicated risks. The assessment based on the risks assessed will consider the totality of an applicant's submission in assessing whether a potential engagement would involve low, medium, high, or extreme risk to UCC/UCUSAF.

## **9.0 Required Applicant's Legal Documents**

1. Applicant Certificate of incorporation or registration providing a legal name – the name that identifies the applicant for legal, administrative and other official purposes.
2. Applicant Memorandum and Articles of Association
3. Applicant address (physical, postal, email, and web site where applicable)
4. Applicant Contact person details – the name, position, phone and email contact for an authorized representative of the Applicant.
5. Applicant Affiliated entities
6. Applicant's banker's reference letter indicating the period applicant has held bank account/s with the bank.
7. Applicant's signed Code of Ethical Conduct in Business for Grant applicants and Providers. (Template attached herewith as an annexe.)
8. Applicant's proof of experience in working with secondary schools

## **10.0 Business Plan Requirements**

1. Project motivation, objectives and outcomes
2. Project linkage to UCC/UCUSAF strategy and the National Development Agenda

3. Experience managing similar projects
4. Project implementation methodology
5. Project management framework
6. Project work plans and associated milestones (Targeted number of club activities, training and their duration, etc)
7. Project implementation budget
8. Sustainability approach
9. Monitoring and evaluation approach
10. Risk management framework
11. Integration of cross-cutting issues of; gender, youth, digital divide among other

### **11.0 Application Timeline**

The grant application is open from 4<sup>th</sup> to 17<sup>th</sup> May 2021. Final Applications should be submitted in triplicate hard copies (3 Copies) by 4.00 pm on 17<sup>th</sup> May 2021 to: -

**The Executive Director  
Uganda Communications Commission  
Plot 42-44, Spring Road Bugolobi  
P.O. Box 7376, Kampala**

A Soft copy of the proposal should also be sent to the following email addresses by the deadline: [registry@ucc.co.ug](mailto:registry@ucc.co.ug).

A Pre – grant Application meeting will be held online on **10<sup>th</sup> May 2021 at 10.00 am**. Advance registration is required at:

[https://zoom.us/meeting/register/tJUpe6rqDIvHtMDJaW2PHyACWoJwkeV\\_AuG](https://zoom.us/meeting/register/tJUpe6rqDIvHtMDJaW2PHyACWoJwkeV_AuG) After registering, you will receive a confirmation email containing information about joining the meeting. All documents are available at [www.ucc.co.ug](http://www.ucc.co.ug) and on all UCC official social media sites.

For any required clarification or guidance on the grant application process, please contact telephone +256-41-2339000/+256-41-2339000 or email [registry@ucc.co.ug/emuyomba@ucc.co.ug](mailto:registry@ucc.co.ug/emuyomba@ucc.co.ug).

### **12. Disclaimer**

Personal information supplied in an application will be used by UCC in accordance with the Laws of Uganda.

## **CODE OF ETHICAL CONDUCT IN BUSINESS FOR GRANT APPLICANTS**

### **1. Ethical Principles**

Applicants shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
  - i. the laws of Uganda; and
  - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

### **2. Standards**

Applicants shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

### **3. Conflict of Interest**

Applicants shall not accept contracts that would constitute a conflict of interest with, any prior or current contract with the Uganda Communications Commission. Applicants shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

### **4. Confidentiality and Accuracy of Information**

- (1) Information given by Applicants in the course of THE grant processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

### **5. Gifts and Hospitality**

Applicants shall not offer gifts or hospitality directly or indirectly, to the staff of the Uganda Communications Commission that might be viewed by others as having an influence on a grant decision

**6. Inducements**

- (1) Applicants shall not offer or give anything of value to influence the action of a public official in the grant process or in contract execution.
- (2) Applicants shall not ask a public official to do anything which is inconsistent with the Code of Ethical Conduct in Business.

**7. Fraudulent Practices**

Applicants shall not-

- (a) collude with other businesses and organisations with the intention of depriving Uganda Communications Commission of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a grant process or the execution of a contract to the detriment of the Uganda Communications Commission; or utter false documents;
- (e) unlawfully obtain information relating to a grant process in order to influence the process or execution of a contract to the detriment of the Uganda Communications Commission;
- (f) Withholding information from the Uganda Communications Commission during contract execution to the detriment of the Uganda Communications Commission.

I ----- agree to comply with the above code of ethical conduct in business.

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**AUTHORISED SIGNATORY**

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**NAME OF APPLICANT**