



CALL FOR BUSINESS PLAN PROPOSALS FOR THE UCC/UCUSAF GRANT FOR SKILLING YOUTH GROUPS IN ICT AND MULTIMEDIA

STATEMENT OF REQUIREMENTS

1.0 Introduction

Uganda Communications Commission (UCC), through the Uganda Communications Universal Service and Access Fund (UCUSAF), has launched a call for business plan proposals to establish a collaboration in the implementation of key activities under a general thematic area of skilling youths in multimedia production. The key objective is to enhance innovation and creativity in local content and create jobs in the creative industries in response to widespread youth unemployment and demand for locally relevant digital content.

UCUSAF has set aside resources to be utilized under a collaborative grant framework between UCC/UCUSAF and a suitable partner to implement the project. These funds are available within the budget of Financial Year 2023/24.

2.0 Background

Youth is a socially constructed intermediary phase that stands between childhood and adulthood. The UN defines a youth as someone between the ages of 15 and 24. In Uganda, the Ministry of Gender, Labour and Social Development (MGLSD) defines youth as persons aged between 18-30 years.

The National Labour Force Survey 2016/17 undertaken by the MGLSD found that most of the youth (69%) lived in rural areas and that more than two-thirds of the employed youth (68%) had neither technical skills nor specialization in training.

The youth Employment to Population Ratio (EPR) was reported at 50%. EPR refers to the proportion of youth aged 18-30 years that are employed. According to the study, EPR was 59 percent among males and 42 percent among females.

These statistics show that much needs to be done to empower the youth with skills and knowledge to improve their livelihoods.

The International Telecommunications Union (ITU) Youth Report of 2014 stated that for youths to take advantage of ICT opportunities, they increasingly need training not just in basic computer use, but in **multimedia content creation** and production, as well as skills in **communication, entrepreneurship, and collaboration**.

Youth are media-oriented, in that their subcultures are informed by, as well as expressed through, a wide array of content such as videos, texts, images and music.

Based on this realisation, UCC/UCUSAF is seeking to collaborate with a suitably qualified stakeholder or consortium of stakeholders with the requisite qualifications, resources, competencies, and experience as per the eligibility criteria and statement of requirements presented in this call. The partners shall implement initiatives aimed at addressing the challenges faced by the youth, especially the widespread unemployment. They should unlock the youths' potential and identify ways of transforming youthful energy into new ideas and content to enable them to participate in the creative economy. Under this planned collaboration, UCUSAF will offer technical and financial support.

3.0 Project Objectives

3.1 General Objective

The general objective of the scheme is to develop and build the capacity of the youth to adopt ICT tools and applications in multimedia content production and related business processes, and thereby, challenge the youths to improve their creativity, innovation, productivity, and competitiveness in national and international markets. The strategy aims at targeting youths that are or intend to be self-employed and self-sustaining using IT tools and skills in multimedia content creation and production. It should also equip youth with multimedia skills to improve and market their existing businesses and other initiatives.

Youth enterprises established will hopefully employ other unemployed youths, hence reducing youth unemployment.

3.2 Specific Objective

- (i) To introduce the youths to and give them practical training using readily available tools and equipment such as smartphones.

- (ii) To educate the beneficiaries on the opportunities of ICT in the multimedia creative sector and demonstrate to them how they can harness such for their livelihoods.
- (iii) To Transform the youths' potential, creativity, talents, initiative, and social responsibility, through the acquisition of practical and relevant ICT skills and related knowledge in the creative sector.
- (iv) To give specialized training to the youths and certificates proving their skills and formal training undertaken upon successful completion.

4.0 Project Actions

- 1.1 Develop training content, customized in local languages, where possible.
- 1.2 Train a total of 500 youths in each of these five regions - Eastern, Western, South-Western, Central and West Nile - who meet prerequisite minimum skills requirements. Selected districts are listed in Annex 2.
- 1.3 Youths who meet set criteria shall proceed to enrol for courses in multimedia content creation and production.
- 1.4 Monitor and follow-up trainees.

5.0 Target Group

This initiative targets youth groups with interest in multimedia content creation, production, the creative arts and those engaged in entertainment business.

6.0 Eligibility of Applicants

6.1 General Criteria

- 1. The applicant must be in satisfactory financial health and have adequate financial systems to report and account to UCUSAF as shall be required.
- 2. The applicant/lead applicant must have capacity and willingness to work in urban and rural Uganda.
- 3. The applicant/lead applicant or consortium partner should provide proof of more than 2 years' experience in the field of multimedia training or engagement.
- 4. The applicant should have plans and intent to sustain the initiative.
- 5. Applicants may apply for all regions but **MUST** present separate budgets for each region. Please note that at most two regions shall be awarded to a single applicant (or a single consortium of applicants).

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 youth training and capacity enhancement.
2. Entities that have qualified human resources in-house with ability to implement the proposed project within the proposed timeframe.
3. Proposals that provide for greater innovations in execution of the project actions in remote and challenging environments (e.g., using existing infrastructure, mobilization stakeholders, lack of access or remoteness to the power grid, among others).
4. Clear contribution from the applicant over and above the grant amount.

1.0 Assessment Criteria

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

1. Administrative- will focus on assessment of eligibility.
2. Technical – will focus on clarity of the motivation, smartness of goals, appropriateness of methodology and project management, 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 ability to mobilize more resources to scale the initiative.

2.0 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.

3.0 Required Applicant's Legal Documents

1. Applicant's certificate of incorporation or registration providing a legal name – the name that identifies the applicant for legal, administrative, and other official purposes.
2. Applicant's memorandum and articles of association.
3. Applicant's address (physical, postal, email, and web site where applicable).
4. Applicant's contact person details –name, position, phone, and email contact for an authorized representative.
5. Applicant's affiliated entities.
6. Applicant's Audited Financial Account statements for the last 2 years.
7. Applicant's signed Code of Ethical Conduct in Business for Grant Applicants and Providers (Template is annexed).
8. Applicant or consortium partners' proof of experience in conducting multimedia training.

4.0 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 trainees, training duration, etc)
7. Project implementation budget
8. Sustainability approach
9. Monitoring and evaluation approach
10. Risk management framework
11. Integration of cross cutting issues around gender, youth, and digital divide, among others.

NOTE:

Due diligence shall be carried out at any stage of the evaluation process to ascertain the authenticity of the information provided by the applicants.

5.0 Application Timeline

The grant application is open from 18th September – 02nd October 2023.

A pre – grant application meeting will be held on-line on **26th September 2023 at 11.00am**. Participants should register in advance for this meeting through:

<https://events.teams.microsoft.com/event/d18ac30d-626a-4ee6-ac51-5eb75bfc01c5@f7ffcd5e-44c0-4686-8452-78ea57432de7>

After registering, you will receive a confirmation email containing meeting details.

For further 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.

Final applications should be submitted in triplicate hard copies (3 Copies) by **4.30 pm on 02nd October 2023** 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.

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 always-

- (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 which would constitute a conflict of interest with any prior or current contract with 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 during 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 during 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 staff of 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 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 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 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.

AUTHORISED SIGNATORY

NAME OF APPLICANT

No.	West Nile	South-West	West	East	Central
1	Pakwach	Mbarara	Kasese	Jinja	Masaka
2	Nebbi	Ntungamo	Hoima	Iganga	Bukomansimbi
3	Arua	Bushenyi	Masindi	Bukedea	Kalungu
4	Yumbe	Rukungiri	Kibaale	Tororo	Lwengo
5	Moyo	Kanungu	Kabarole	Mbale	Sembabule