CALL FOR PROPOSALS FOR THE UCC/UCUSAF GRANT FOR "ENHANCING ICT ADOPTION THROUGH DIGITAL LITERACY FOR THE ELDERLY"

STATEMENT OF REQUIREMENTS

1.0   Introduction

Uganda Communications Commission (UCC), through Uganda Communications Universal Service and Access Fund (UCUSAF), which is a Universal Service Fund (USF) to communications in Uganda, has launched a call for business plan proposals to establish a collaboration with a suitable partner for the implementation of key activities under the general thematic area of addressing the digital divide amongst the elderly in the Albertine region districts of Buliisa, Hoima, Kagadi, Kakumiro, Kibaale, Kikuube, Kiryandongo, Masindi, Nwoya and Nakasongola.

This is a continuation of the project after the second phase in the Eastern region where over 1,000 elderly participants from the districts of Namisindwa, Sironko, Manafwa, Bududa, Bulambuli and the Sebei districts of Kapchorwa, Kween and Bukwo were trained in digital literacy skills. The prioritization for the Albertine region districts is based on its relatively high share of older people as per the Ministry of Labour, Gender and Social Development situational analysis report of September 2020 on The State of Older Persons in Uganda.

The 2024/25 UCUSAF budget aligned to UCUSAF IV strategy set aside resources to be utilized under a collaborative grant framework between UCC/UCUSAF and a suitable partner in the Financial Year 2024/2025 to implement activities related to addressing the digital divide amongst the elderly in the above-mentioned 10 districts of Uganda.

2.0   Background

Uganda's 1995 Constitution affirmed making "reasonable provision for the welfare and maintenance of the aged," and issues affecting older people are included in the National Development Plans and Vision 2040. Uganda is a signatory to the 2002 Madrid International Plan of Action on Ageing, whose recommendations were on 3 priority areas, namely: 1) Older persons and development; 2) Advancing health and well-being into old age; and 3) Ensuring

enabling and supportive environments (Madrid International Plan of Action on Ageing, 2002).

Older persons constitute 4.6 per cent of Uganda's total population (Approximately 2.2 million people as of 2022 UBOS projections) and will remain a demographic minority in the near future. Yet, the dramatic increase in total numbers underscores the need to ensure they receive appropriate support to actively age. More than 98 per cent of older persons live outside of Kampala and 54 per cent are women (Situational Analysis Report on the State of Older Persons in Uganda, MOGL&SD September 2020).

In Uganda, older persons contribute immensely to the creation of wealth, support and care for orphans and other vulnerable children, create cohesion and resolve conflict in their communities and guard traditions and cultural values, which are passed on from generation to generation. Older persons also make valuable contributions towards eradication of poverty through engaging in economic activities.

Age-related discrimination, also known as agism, is one of the most frequent challenges faced by older persons. Conversely, many older persons are unaware of their rights and wrongly accept age-discrimination as part of being old. Older persons are thus highly vulnerable to neglect, isolation and elder abuse and face discrimination in accessing social services, including ICT services that require digital literacy.

ICTs are a catalyst for economic and social growth as well as a bridge to the outside world while minimizing the impacts of isolation. Nevertheless, it is essential that content is created according to the needs of older persons. This UCUSAF initiative targets addressing the digital divide gap among the elderly (ITU Report – Ageing in a digital world).

Uganda Communications Commission has over the years set up a number of public access centers equipped with ICT equipment at various locations, including libraries and post offices and envisages these locations to provide post training support to the training beneficiaries so as to address continuous and further learning.

UCC through UCUSAF therefore seeks to carry out a digital literacy programme in selected areas targeted at sensitizing and building digital literacy capacity for the elderly in the 10 districts of Buliisa, Hoima, Kagadi, Kakumiro, Kibaale, Kikuube, Kiryandongo, Masindi, Nwoya and Nakasongola.

3.0   Project Goal

The main goal of the project is to equip the elderly from the ten district communities with competencies (knowledge, skills and attitudes) in the safe and ethical use of digital technology needed to access services and to promote social interaction so as to contribute to society as active citizens.

The specific objectives are:

1. Enable the elderly to acquire digital skills for them to be active citizens and socially included in respect of e-governance, business, social life, citizen participation and continuous learning.
2. Enable the elderly to keep in touch with the changes in technology.
3. Increase older peoples' trust and confidence in doing things online.
4. Improve digital inclusion to ensure that the elderly can equally and equitably access, and make use of the ICTs.
5. Enable elderly obtain information and knowledge on ICTs that can assist them improve the prevention of illness and boosting health and well-being.
6. Reducing social isolation for older persons.

4.0   Project Key Output Actions

1. Conduct digital literacy training for up to 1,000 selected elderly people, at least 100 from urban centers in each of the 10 selected districts of Buliisa, Hoima, Kagadi, Kakumiro, Kibaale, Kikuube, Kiryandongo, Masindi, Nwoya and Nakasongola.
2. Review the available content and ensure it is customized for the training of the eligible elderly in basic digital literacy.
3. UCC will provide financial support in the form of grants to facilitate successful proposals. Grant payments will be milestone based to ensure commitment and adherence to the proposal plans, as agreed with the organisations from the onset.
4. Needs Assessment and Gap Analysis prior to the training.
5. Stakeholder engagement and mobilization.
6. Training delivery/implementation for a minimum of 5 days per location .
7. Monitoring, evaluation, and sustainability.

5.0   Target Group

This initiative targets the elderly with no or very basic digital literacy skills, especially groups such as associations of the elderly, church groups, Saccos, etc.

6.0   Eligibility of Applicants

6.1   General Criteria

1. The lead applicant is a legally established entity in Uganda. In order to address the diverse needs of the programme, it is likely that the training will be delivered through consortia of providers.
2. The applicant organization (in case of consortia both lead and co-applicant organization) will assume overall responsibility and sign a memorandum of understanding with UCC to enforce joint accountability of action.
3. The applicant organization must be in satisfactory financial health and have adequate financial structures and systems to report to UCUSAF as shall be required.
4. Lead applicant has at least 3 years' experience in digital literacy training.
5. The applicant has documented experience in mobilizing, coordinating, and delivering similar social development initiatives at national scale, especially working in upcountry areas.
6. Lead applicant has a clear strategic plan incorporating such projects.
7. The applicant has capacity to network and mobilize complimentary resources to sustain the initiative.
8. The applicant and co-applicant must have an established working relationship.
9. Co-applicants must demonstrate complimentary competencies to the applicant.

6.2   Preference

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

1. Well presented, clear, logical, well-conceived and reflect a good understanding of the relevant issues in the subject matter.
2. Make linkages of UCUSAF/UCC Strategic Objectives to National and International Development agenda.

3. Show evidence of being innovative, possessing the capacity for effective implementation to achieve programme objectives, and present a practical approach to attaining the stated goals.
4. Demonstrate ability to establish baselines, indicators, and methodologies for measuring progress.
5. Recognize potential project risks and present corresponding strong mitigation strategies.
6. Clear financial and/or material contribution towards the implementation of the project.
7. Proposals that demonstrate higher value for money.

7.0   Assessment Criteria

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

1. Administrative- focus on assessment of eligibility.
2. Technical –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 –focus on value for money, sustainability and ability to mobilize more resources to scale the initiative.

7.1   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 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 (Annex 1).

7.2   Proposal Requirements

1. Project understanding
2. Project linkage to UCC/UCUSAF strategy, national & international development agenda
3. Experience managing similar projects (Organization & Staff)
4. Project implementation methodology
5. Project management framework
6. Project sustainability approach
7. Risk management framework
8. Integration of cross-cutting issues
9. Monitoring and evaluation approach
10. Project implementation budget

N.B: Due diligence may be conducted on the applicant organization(s) at any point of the process to ascertain demonstrated capability to execute the assignment.

8.0   Risk Assessment

The 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 evaluating whether a potential engagement would involve low, medium, high, or extreme risk to UCC/UCUSAF.

9.0   Application Timeline

The grant application is open from **26th July to 13th August 2024.**

A pre-grant application meeting will be held online on **6th August 2024 at 9.00 am.** Participants should register in advance for this meeting:

https://events.teams.microsoft.com/event/37d31508-0c2d-4e6f-8108-c08383a8afd9@f7ffcd5e-44c0-4686-8452-78ea57432de7

For further clarification or guidance on the grant application process, please contact +256 412 339000; or +256 312 339000 or email ucusaf@ucc.co.ug.

Applications should be submitted in triplicate hard copies (3 Copies) by **4.00 pm on 13th August 2024** to:

The Executive Director
Uganda Communications Commission
Plot 42 - 44, Spring Road Bugolobi
P O Box 7376,
<u>KAMPALA</u>

A soft copy of the proposal should also be sent to the following email addresses by the deadline: registry@ucc.co.ug; ucusaf@ucc.co.ug

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

ANNEX 1

CODE OF ETHICAL CONDUCT IN BUSINESS FOR GRANT APPLICANTS

1. **Ethical Principles**
Applicants shall always-
(a) maintain integrity and independence in their professional judgment 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 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**
  (a) Applicants shall not accept contracts that would constitute a conflict of interest with any prior or current contract with the Uganda Communications Commission.

  (b) Applicants shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. **Confidentiality and Accuracy of Information**
  (a) Information given by Applicants during the grant processes, or the performance of contracts shall be true, fair and not designed to mislead.

  (b) Providers shall respect the confidentiality of information received during the 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 the Uganda Communications Commission that might be viewed by others as influencing a grant decision.

6. **Inducements**
(a) 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.

(b) Applicants shall not ask a public official to do anything inconsistent with the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Applicants shall not:

(a) collude with other businesses and organisations to deprive the 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) Withhold 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   **NAME OF APPLICANT**

ANNEX 2

ENHANCING ICT ADOPTION THROUGH DIGITAL LITEARCY FOR THE ELDERLY

SN	Districts	No. of Participants
1.	Hoima	100
2.	Masindi	100
3.	Kiryandongo	100
4.	Buliisa	100
5.	Kagadi	100
6.	Kakumiro	100
7.	Kibaale	100
8.	Kikuube	100
9.	Nwoya	100
10.	Nakasongola	100