



CALL FOR PROPOSALS FOR THE UGANDA COMMUNICATIONS COMMISSION GRANT FOR ESTABLISHING ICT CLUBS IN SECONDARY SCHOOLS

STATEMENT OF REQUIREMENTS

1.0 Introduction

The Government of Uganda through the Ministry of Education and Sports (MoES) has been progressively expanding the education system to provide equitable access and quality education for all citizens. Uganda Communications Commission (UCC) supports government efforts by undertaking activities inclined towards helping education institutions to adopt and use Information and Communication Technology (ICT) to enhance teaching and learning experiences. Through such efforts, the Commission has established Computer Laboratories in Secondary Schools through the Uganda Communications Universal Service Access Fund (UCUSAF).

Accordingly, UCC through UCUSAF has launched a call for proposals to establish a collaboration in the implementation of key activities to establish Information and Communication (ICT) clubs in secondary schools where the Commission through UCUSAF established ICT laboratories.

UCC set aside resources to be utilized under a collaborative grant framework with a suitable partner to implement the project. These funds are available within the operational budget for the Financial Year 2024/2025.

2.0 Background

The Uganda Communications Commission (UCC) through Uganda Communications Universal Service Access Fund (UCUSAF) has established over 1,200 ICT computer laboratories in secondary schools in all districts of Uganda. The ICT laboratories are set up with the following objectives:

- 1) To enable integration of ICT tools into teaching and learning, making learning and teaching more engaging and interactive.
- 2) To provide infrastructure for school digital content delivery and access.
- 3) To be able to equip students with practical ICT skills that go beyond basic computer literacy.
- 4) To help bridge the digital divide by providing students from underserved or disadvantaged communities access to technology, ensuring equal opportunities for learning and participation in the digital world.
- 5) To improve the digital literacy and technological competence of secondary school students.
- 6) To provide students with hands-on experience and exposure to computers, software applications, digital tools and online safety.
- 7) To support the teaching and learning of STEM (Science, Technology, Engineering, and Mathematics) subjects.

From the project monitoring activities, it was established that one of the challenges faced by the school ICT labs is sustainability. This is partly due to:

- 1) Schools allocate limited budgets to ICT resources, which leads to outdated equipment, inadequate software licenses and insufficient support staff.
- 2) Limited knowledge and skills for proper operation of ICT equipment.
- 3) Limited technical expertise to handle the preventive and corrective maintenance of ICT infrastructure (hardware, software and network).
- 4) Inadequate integration of ICT into teaching resulting in the underutilization of ICT tools.

School ICT clubs are 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 the maintenance of the computers, and they shall also obtain other ICT skills through the club activities.

Based on the above facts, the Commission through Uganda Communications Universal Service Access Fund (UCUSAF) is seeking to collaborate with a suitably qualified partner with the requisite qualifications, resources, competencies and experience as per the eligibility criteria 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 in different studies. This planned collaboration will see UCUSAF offer technical and financial support.

3.0 Project Objectives

3.1 General Objective

Establish ICT clubs in 100 secondary schools where UCC/UCUSAF has already provided ICT computer labs in all regions (Western, Central, Eastern, and Northern) of Uganda. The project aims to ensure the sustainability of ICT labs by skilling students with maintenance skills and best practices of ICT equipment operation, empowering students to increase their ownership and responsibility for the ICT labs and providing a platform for students to directly engage with UCC/UCUSAF on ICT matters in their schools.

3.2 Specific Objectives

- (i) To ensure that school ICT Labs are sustainable by equipping students with skills that enable them to operate the labs in line with best practices of ICT equipment operation.
- (ii) To empower students and increase their ownership and responsibility for the ICT computer laboratories and develop their capacity for maintaining the labs.
- (iii) To equip students with practical ICT and multimedia skills through hands-on activities such as coding, programming, web design and digital content creation exceeding the regular curriculum.
- (iv) To provide a platform for students to directly engage with UCC/UCUSAF on ICT matters in their schools and develop the capacity for self-monitoring thus reducing the need for routine monitoring visits to the schools. Clubs shall be given self-reporting templates.

- (v) To spur and nurture innovations as the Commission intends to annually recognize and support students with outstanding ICT skills and ICT innovations from secondary schools.
- (vi) To raise awareness about online safety, cyberbullying, and responsible use of technology, while teaching students to use various digital tools and navigate the online world effectively, responsibly, ethically, and safely.
- (vii) To offer opportunities for students to connect and collaborate with peers from other schools or even internationally through online platforms.
- (viii) To help students develop and improve their technology skills through providing hands-on, real-world experiences and industry-specific skills, connecting their ICT knowledge to various career paths and entrepreneurial ventures.
- (ix) To encourage peer learning and collaboration, fostering teamwork and communication skills through group projects and activities.
- (x) To encourage students to approach problems creatively and develop analytical skills through troubleshooting hardware and software issues.
- (xi) To bridge the gap between theoretical knowledge in the classroom and practical application using technology.

4.0 Project Actions

After the establishment of a successful ICT club in a secondary school, there are many project actions to be considered to keep members engaged, develop their skills, and broaden the ICT club's impact. The following project actions can be considered:

- 1) Work with the school heads to establish a constitution outlining the club's goals, objectives, roles, work plan and responsibilities for club members and leadership while maintaining clear records of club activities and decisions to ensure effective governance, smooth operation and decision-making.

- 2) Develop and implement various activities and projects that align with the club's objectives, including but not limited to:
 - i) Creating digital instructional materials for learning,
 - ii) Developing a blog, website, X account or YouTube channel, etc. to share learning outcomes.
 - iii) Create and update the different school databases, prepare surveys and polls, etc.
 - iv) Producing skit tutorial videos for learning purposes.
 - v) Developing apps for solving real-life problems.
 - vi) Presenting well-researched community issues to local authorities.
 - vii) Compiling a well-researched study of the local community's history.
- 3) Encourage peer learning, mentorship and support among club members and beyond, including but not limited to:
 - i) Conducting outreaches to different classes.
 - ii) Mentoring new members, fostering knowledge sharing and collaboration.
 - iii) Providing maintenance and cleaning of the computer laboratory.
 - iv) Organizing different competitions.
 - v) Developing a website for the school, databases, information repositories, etc.
- 4) Ensure the long-term sustainability of the ICT club and lab by:
 - i) Developing a plan for equipment maintenance and upgrading.
 - ii) Encouraging club members to take ownership of the lab and equipment.
 - iii) Providing training on lab maintenance and equipment use.
 - iv) Establishing a budget for club activities and equipment maintenance.
- 5) Integrate ICT club activities with mainstream subjects and school programs to ensure the club is relevant and supports the overall educational goals of the school.
- 6) Organize workshops on specific ICT topics like coding, 3D printing or cybersecurity and invite industry professionals or university students to share their knowledge and provide mentorship to club members as well as inspire younger learners.
- 7) Offer access to online courses, tutorials, or resources like Massive Open Online Courses (MOOCs) to allow students to pursue their interests and learning goals.
- 8) Participate in national or international ICT competitions and events including hackathons or online challenges to test and showcase the club's skills and achievements on a broader platform.

- 9) Challenge the club to build a mobile application or website that addresses a specific need within the school or community. This could be a student information portal, a school event calendar app, databases, application forms or a local business directory.
- 10) Encourage students to create digital stories, documentaries, or short films using ICT tools to highlight a local issue or social cause.
- 11) Offer basic computer skills training sessions for teachers, parents, or members of the local community to bridge the digital divide.
- 12) Provide tech support services to the school administration or staff by assisting with troubleshooting software issues or maintaining school computers.
- 13) Organize fundraising events like car washes and ICT-related workshops to generate resources for club activities or equipment purchases.
- 14) Create a club website or social media page to share information about club activities, achievements, and upcoming events. Foster a vibrant online community to attract new members and showcase the club's impact.
- 15) Regularly monitor and evaluate the club's activities and progress to identify areas for improvement and ensure the club remains relevant and effective.

5.0 Project Target Group

100 secondary schools where UCC/UCUSAF has already provided ICT computer labs across the country. Refer to Annex 2 for the specific secondary schools.

6.0 Eligibility Of Applicants

6.1 General Criteria

The applicant must:

- 1) Be a legally established non-profit entity in Uganda with a mandate to work with secondary schools in Uganda.
- 2) Be in satisfactory financial health and have adequate financial systems to report to UCC/UCUSAF as shall be required.
- 3) Have the capacity and willingness to work in urban and rural Uganda.
- 4) Provide proof of more than 3 years' experience in working with secondary schools in Uganda.

- 5) Have plans and capacity to network and mobilize resources to sustain the project.

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 educational institutions in Uganda, especially secondary schools.
2. Have qualified human resources in-house with the ability to implement the proposed project within the proposed timeframe.
3. Provide creative 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).
4. Clear financial and material contribution from the applicant over and above the grant amount.
5. Proposals that demonstrate higher value for money.

7.0 Assessment Criteria

The grant applications will be assessed based on a three-stage process, namely: Administrative, Technical and Financial:

1. Administrative: This will focus on the assessment of the eligibility of the applicant and possession of all the required administrative and legal documents.
2. Technical: This stage will mainly focus on clarity of the motivation, smartness of goals, specific experience of the applicant related to the assignment, appropriateness of methodology and project management, practicability of the proposed work plan, impact of the project, ability to meet project priorities/objectives, addressing of crosscutting issues and project sustainability capacity to deliver.
3. Financial: This stage will focus on value for money, sustainability, and the ability to mobilize more resources to scale up the initiative.

7.1 Legal Documents requirements

- 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, phone number and website where applicable).
- 4) Contact information for authorized representative: The name, position, phone number, and email address of the authorized representative of the applicant.
- 5) Letters of support from affiliated entities or proposed implementing partners, if any.
- 6) Applicant's banker's reference letter indicating the period applicant has held bank account(s) with the bank.
- 7) Applicant's Audited Financial Account statements for the last 2 years.
- 8) Applicant's signed Code of Ethical Conduct in Business for Grant Applicants and Providers (Refer to Annex 1).
- 9) Applicant's proof of experience in working with secondary schools.

7.2 Proposal Requirements

- 1) Project motivation, objectives, and outcomes outlining the measurable impact you anticipate upon project completion.
- 2) Align the project with the Commission/UCUSAF Strategy and explain how it contributes to Uganda's broader National Development Agenda.
- 3) Provide details about any prior experience your organization or team has in successfully managing similar projects.
- 4) Describe the step-by-step approach/methodology to be taken to implement the project, including key activities and milestones.
- 5) Outline the governance structure, roles, responsibilities, and communication channels for effective project management.
- 6) Specify the number of planned club activities, training sessions, and their durations while highlighting the significant milestones at key points in the project timeline.
- 7) Present a detailed project budget that covers all project expenses, including equipment, personnel, training and training materials and operational costs, etc.
- 8) Explain how the ICT clubs will be sustained beyond the grant period.
- 9) Describe how you will monitor progress and measure its effectiveness against your outlined objectives, assess the impact of the ICT clubs on students' skills, knowledge, and engagement with technology, and ensure accountability throughout the project lifecycle.

- 10) Identify potential risks and outline strategies to mitigate or address them during project implementation.
- 11) Address how the project will consider cross-cutting issues, including but not limited to gender equality, youth participation, and bridging the digital divide.

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.

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.

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 5th August 2024 at 11.00 am. Advance registration is required at:

<https://events.teams.microsoft.com/event/893c59a8-1eb5-4317-88d7-f3697a28ecce@f7ffcd5e-44c0-4686-8452-78ea57432de7>

For further clarification or guidance on the grant application process, please contact telephone +256 312 339000 or +256 414 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,
KAMPALA**

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

Disclaimer

Personal information supplied in an application will be used by the Commission following 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 organizations that 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:

- 1) not accept contracts that would constitute a conflict of interest with any prior or current contract with the Uganda Communications Commission.
- 2) 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) Partner 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 the staff of the Uganda Communications Commission that might be viewed by others as influencing 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 contract execution.
- 2) 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-

- 1) collude with other businesses and organizations to deprive the Uganda Communications Commission of the benefits of free and open competition.
- 2) enter business arrangements that might prevent the effective operation of fair competition.
- 3) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices.
- 4) 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.
- 5) 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.
- 6) 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

Annex 2

The list of secondary schools in which ICT clubs will be established

SN.	District	Secondary School
1	Alebtong	Amugu Secondary School
2	Alebtong	Fatima Aloï Comprehensive Girls SS
3	Alebtong	Apala SS
4	Bombo	Bombo Army Secondary School
5	Buhweju	Bihanga Secondary School
6	Buikwe	Namwezzi S.S
7	Buikwe	Kojja Secondary School
8	Butambala	Kibibi Secondary School
9	Bugiri	St Anne Vocational S.S
10	Bugweri	Bishop Willigers SS
11	Bugweri	Bubinga High School
12	Bugweri	Bulunguli Seed SS
13	Fort Portal	Mpanga Secondary School
14	Jinja	Wanyange Girls School
15	Jinja	Saint Gonzaga Secondary school Kagoma
16	Kamuli	Namasagali College
17	Kanungu	Uganda martyrs SS Kayungwe
18	Kanungu	St. Charles Lwanga SS Zorooma
19	Kanungu	Kambuga Secondary School
20	Kanungu	St. Pius Secondary School
21	Kanungu	St. Joseph's Kanaana
22	Kanungu	Butogota Trinity College
23	Kayunga	Ndeeba Secondary School
24	Kayunga	Namagabi Secondary School
25	Kayunga	St Mathias Kalemba Secondary School
26	Kassanda	Kiganda H.S
27	Kiruhura	Kazo Secondary School
28	Kyenjojo	Kyarusozi Secondary School
29	Kwania	Ikwera girls SS
30	Kwania	Aduku ss
31	Kwania	Chawente Secondary School
32	Kwania	Aduku seed Secondary School
33	Kasese	Busara High Hill SS
34	Kasese	Mahango Seed SS
35	Luwero	Buwambo Seed Secondary School
36	Luwero	Ndeje Vocational Secondary School
37	Luwero	Lukole Seed Secondary School

38	Luwero	Mazzi Vocational Secondary School
39	Luwero	Bbowa Community Polytechnic
40	Luweero	St. Andrew Kaggwa S.S Kassala
41	Luweero	Luweero Secondary School
42	Luweero	Kasana Voc School
43	Luweero	Nalinya Lwantale Girls Secondary School
44	Lwengo	Mbiriizi Seed Secondary School
45	Lwengo	St. Anthony SS Kyazanga
46	Lyantonde	Kyabuuza Muslim Secondary School
47	Lyantonde	St. John's Comprehensive SS Lyantonde
48	Lyantonde	Lyantonde SS Kasambya
49	Mbarara	St Joseph Voc School Mbarara
50	Mbarara	St Paul S.S Biharwe
51	Masindi	Nyangahya Community Ss
52	Masindi	Kiyuya Seed Secondary School
53	Mitooma	Kiyanga Vocational Secondary School
54	Mitooma	Nyakahita Muhiirwa Voc. S.S
55	Mityana	Mbazzi Riverside S.S
56	Mityana	St. Peter's ss busubuzi
57	Mityana	Kiggwa SSS
58	Mityana	Mumsa high school mityana
59	Mityana	Ttamu Moslim Secondary School
60	Mityana	Mityana S.S
61	Mpigi	St Joseph Secondary School Konge
62	Mubende	Myanzi S.S
63	Mubende	Comprehensive high school mubende
64	Mubende	Kiyuni ss
65	Mubende	Kasenyi ss
66	Mubende	Nabingoola Public Secondary School
67	Mubende	Bageza seed sec sch
68	Mukono	Mukono High School
69	Mukono	Sir Apollo Kaggwa S.S
70	Mukono	Nakanyonyi Secondary School
71	Mukono	Namakwa Secondary School
72	Mukono	Seeta College
73	Nakaseke	Kinyogoga Seed SS
74	Nakaseke	Ngoma Secondary School
75	Nakasongola	Nakasongola Army S.S
76	Nebbi	St. Peters Warr Girls Secondary School
77	Nebbi	Ogenda Girls S.S
78	Ngora	Fr.John Kiggen Memorial College
79	Ngora	Ngora High School
80	Ngora	Ngora Girls Secondary School

81	Ngora	Kobwin Seed Secondary School
82	Ntungamo	Archbishop Bakyenga Vocational Secondary School
83	Pallisa	Pallisa Secondary School
84	Rakai	St Adrian Kasozi
85	Rakai	Kiziba High School
86	Rukungiri	Bwongyera Girls Secondary School
87	Rukungiri	Kabezi Secondary School
88	Rukungiri	Kihanga public Secondary School
89	Rukungiri	Rweikiniro Secondary School
90	Rukungiri	Bwambara Modern Vocational S.S
91	Rukungiri	Bishop Robert Vocational S S
92	Rukungiri	St Paul Kazindiro
93	Rukungiri	Blessed Parents Vocational SS
94	Rukungiri	Kagunga Seed SS
95	Serere	St Elizabeth Girls Secondary School Kidetok
96	Serere	Atiira Seed Secondary School
97	Soroti	Dakabela Comprehensive Secondary School
98	Soroti	Immaculate Girls SS
99	Wakiso	Airforce S.S Entebbe
100	Wakiso	Wakiso school of the Deaf