



CALL FOR PROPOSALS FOR THE UCC/UCUSAF GRANT FOR DIGITAL SKILLS DEVELOPMENT OF RURAL UNSERVED & UNDERSERVED COMMUNITIES

STATEMENT OF REQUIREMENTS

1.0 Introduction

Uganda Communications Commission (UCC), through Uganda Communications Universal Service Access Fund (UCUSAF), has launched a call for business plan proposals to establish a collaboration on the implementation of key activities under a general thematic area of enhancing digital skills among the rural unserved and underserved communities in the unserved and underserved parts of the country.

Therefore, the UCUSAF III programme has set aside resources to be utilized under a collaborative grant framework between UCC/UCUSAF and a suitable partner to implement the project in the Financial Year 2024/2025.

2.0 Background

Limited access to and use of digital technologies in the rural unserved and underserved parts of the country are accompanied by a lack of digital skills of different social groups (e.g. young people) and businesses. This includes basic digital skills and competences, which allow individuals to interact online and consume digital goods and services as well as advanced skills, which empower the workforce to take advantage of technologies for enhanced productivity and economic growth. Digital literacy and awareness of the possibilities digitalization offers is a key driver for new business models, applications and services necessary to develop and contribute to the social cohesion and economic prosperity in the rural unserved and underserved parts of the country.

Digital skills and competences of citizens are a significant aspect for a community, especially in rural areas. Digital literacy means social inclusion, offers working and business opportunities and can help to simplify people's everyday lives. The five key components of digital competences for citizens are;

information and data literacy; communication and collaboration; digital content creation; cyber safety; and problem solving.

To ensure that everyone can engage in and benefit from the digital economy and adapt rapidly to new and unexpected occupations and skill needs, education and training systems should place a stronger emphasis on promoting ICT generic skills, ICT specialist skills, and ICT complementary skills, including foundational skills, digital literacy, higher-order critical thinking skills as well as social and emotional skills. Greater efforts are also needed to raise the skills of adults with weak literacy, numeracy and digital skills to help them to fully participate in the digital economy and society.

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.

Over the past 3 financial years, UCC/UCUSAF has conducted digital literacy trainings in 37 locations across the country. This has targeted people living around border points where UCC has setup Wi-Fi hotspots and communities where smart devices (tablets) have been provided to households. Over 4,000 people have benefited from the previously conducted digital skilling trainings and the trainees were youth, women, and persons with disabilities.

UCC/UCUSAF is seeking to collaborate with suitably qualified applicants (individual organisation/firm or consortium of organisations) with the requisite qualifications, resources, competencies and experience as per the eligibility criteria and statement of requirements presented in this call. The applicant shall build capacity of the general rural communities in digital literacy skills.

3.0 Objectives of the Grant

The general objective of the grant is to support rural communities in harnessing the benefits from the digital economy, reaping the opportunities offered by digitization and adapting rapidly to new reality during and in the aftermath of the COVID-19 crisis through improved digital skills and capacities.

The specific objectives are:

1. Train and create awareness amongst the rural unserved and underserved communities on the use and potential of ICTs in various
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economic empowerment sectors, social life, citizen participation and continuous learning for their social economic transformation.

2. Develop, adopt appropriate curriculum and capacity building approaches that are adaptable to the local context and cognizant of the different rural community demographic categories.
3. Build capacity of rural unserved and underserved communities in digital transversal skills aligned with social responsibility and relevant ICT entrepreneurship skills.

4.0 Project Key Actions

1. Conduct digital literacy training to up to 6,000 selected rural community members as contained in the locations in Annex 2 attached.
2. Review the available content and ensure it is customized for the training of the eligible personnel 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

The initiative targets largely the general population in the selected villages of the the districts contained in Annex 2.

6.0 Eligibility of Applicants

6.1 General Criteria

1. The applicant (individual organization or consortium of organizations) must be each a legally established entity in Uganda.
 2. The applicant organization (in case of consortium - all partners) will assume responsibility and sign a memorandum of understanding with UCC to enforce joint accountability of action.
 3. The applicant must be in satisfactory financial health and have adequate financial systems to report to the commission as shall be required.
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4. In case of consortium, partners must demonstrate a working relationship through a legally binding agreement.
5. The applicant must demonstrate experience of at least 3 years in digital literacy training.
6. The applicant has documented experience in mobilizing, coordinating and delivering similar initiatives at national level, especially working in rural areas.
7. The applicant has demonstrated capacity to network and mobilize complimentary resources to sustain the initiative.

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 between UCUSAF and UCC strategic objectives with the 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.
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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 3 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 and international development agenda
3. Experience managing similar projects (organization and 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

Note

A 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/cfceecbb-c680-42f6-b355-1d2f211c89cb@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,
KAMPALA**

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 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 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 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 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 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.

AUTHORISED SIGNATORY

NAME OF APPLICANT

Appendix 2: Selected Training Villages/Districts

No.	District	Subcounty	Village	No. of beneficiaries
1	Moroto	Rupa	Loreng	122
2	Budaka	IKi-iki	Budope I, Budope II, Kaajo, Kabyoga	586
3	Maracha	Oluffe	Abaa, Adimni, Eyia, Yebia	429
4	Amolatar	Aputi	Awigweng	75
5	Rubanda	Rwamucucu	Rwara	121
6	Kaliro	Namwiwa	Namugera	161
7	Kween	Binyiny	Korya	161
8	Kyenjojo	Nyantungo	Nyakahama	96
9	Butaleja	Budumba	Malangha	159
10	Buyende	Nakabira	Kiseege	112
11	Nakapiripirit	Nakapiripirit T.C	Lobuneit	195
12	Omoro	Labora	Lacenotinga	181
13	Dokolo	Kangai	Acoobedo, Angeta, Aweiwot, Chwagere, Inang, Okwor, Oliy Farm, Otoro, Oyirogole	742
14	Pallisa	Pallisa T.C	Kawoken	167
15	Manafwa	Bugobero	Khantosi	107
16	Bugiri	Kapyanga	Kapyanga	108
17	Nebbi	Nyaravur_Angal T.C	Abia	170
18	Amudat	Abiliyet	Murut	111
19	Mayuge	Malongo	Malongo A	117
20	Nakaseke	Kikamulo	Kibose	156
21	Bundibudgyo	Kasitu	Ngama III	103
22	Kiryandongo	Diima	Pii-Akeyo A	143
23	Koboko	Branya	Opo	70
24	Bulambuli	Muyembe	Bumulekhwa	157
25	Gomba	Mpenja	Mpenja, Kakomo, Kigulu, Mpanga	399
26	Kibuku	Kirika	Buganza	152
27	Zombo	Nyapea	Abibarem	173
28	Kakumiro	Kakumiro T.C	Kakumiro Town West Cell	165
29	Kitgum	Labongo Amida	Layik Koco	160
30	Kassanda	Kiganda	Kibooba Nabutiti	402
Total				6000

