**UGANDA COMMUNICATIONS COMMISSION**

**CALL FOR PROPOSALS FOR THE GRANT FOR SKILLING YOUTH GROUPS IN INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) AND MULTIMEDIA**

**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 proposals to establish a collaboration in the implementation of key activities under a general thematic area of skilling youths in Information and Communication Technology (ICT) and Multimedia production. The project aims to enhance innovation and creativity in local content and create jobs in the creative industries in Uganda, in response to the widespread youth unemployment and demand for locally relevant digital content.

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 budget for the Financial Year 2024/25.

## 2.0   Background

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

According to the National Labour Force Survey for Uganda, which was last conducted in 2022, Uganda has a very young population, with 78% of the total population being below the age of 30 and the youth (ages 18 - 30) constituting about 34% of the total population. Regarding the employment status, the youth unemployment rate stands at 13.5%, which is higher than the national average unemployment rate of 9.7%. A significant proportion of the employed youth (48%) are engaged in the agricultural sector, often in subsistence farming. Regarding skills and education, it states that 23% of the youth have attained

secondary education, while only 7% have completed tertiary education. It further states that there is a mismatch between the skills acquired by the youth and the skills demanded by the labour market, leading to high youth underemployment.

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

According to the International Telecommunication Union (ITU), digital literacy for the youth, as well as their integration into the digital economy, should be encouraged. ITU acknowledges the presence of a digital divide, meaning that a vast number of the youth are not equipped with the relevant skills needed for the modern world and its hi-tech workforce, which in turn results in their inability to find employment and, thus, contribute to the overall digital economy. The ITU also acknowledges the opportunity that digital skills present to youth entrepreneurship and notes the need for equity in digital skills training to enable any youth irrespective of their gender, geographical location, or economic class to take advantage of digitization.

Based on the above facts, UCC under the UCUSAF umbrella is seeking to collaborate with a suitably qualified partner(s) or consortium of partners with the requisite qualifications, resources, competencies, and experience as per the eligibility criterion and statement of requirements presented in this call. The partner(s) 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 the youthful energy into new ideas and content to enable them to participate in the creative economy.

This planned collaboration will see UCC, through the UCUSAF umbrella, offer technical and financial support within the available funds.

## 3.0   Project Objectives

### 3.1   General Objective

The general objective of Skilling Youths in Information and Communication Technology (ICT) and Multimedia project is to develop and build the capacity of youth to adopt ICT tools and applications in multimedia content production and related business processes, challenging them to improve their creativity, innovation, productivity, and competitiveness in national and international

markets. The strategy aims to target youths who are or intend to be self-employed and self-sustaining, equipping them with ICT and multimedia skills to create, improve, and market their existing businesses and other initiatives.

### 3.2 Specific Objectives

1) To introduce the youths to and provide them with practical training using readily available tools and equipment such as smartphones, tablets, etc for job creation and income generation.

2) To educate the youth on the opportunities in the ICT and multimedia creative sector and demonstrate how to leverage these opportunities for their livelihoods.

3) To transform the youths' potential, creativity, talents, initiatives, and social responsibilities, through the acquisition of practical and relevant ICT skills and related knowledge in the creative sector.

4) To enhance the employability and entrepreneurship prospects of the trained youth, contributing to the achievement of SDGs and NDP objectives related to youth empowerment and digital transformation.

5) To empower young people, including young women, with multimedia content production and storytelling skills, and introduce them to various ICT platforms that provide access to markets and networking linkages, while promoting their businesses and talents.

6) To identify opportunities for youth and young women entrepreneurs to tell their stories, increase access to finance and markets, and transition from micro-enterprises to small and medium enterprises, as outlined in the National Development Plan III and UCUSAF strategy.

### 3.3 Project Target

The project targets to identify and train a total of 1500 Ugandan youth in underserved and unserved communities across Uganda. The target districts are in three regions, namely, Central and Western, Eastern and Northern. Details about the regions and identified districts are listed in Annex 2 below.

**4.0    Project Key Actions**

1) 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.
2) Needs Assessment and Gap Analysis prior to the training.
3) Stakeholder engagement and mobilization
4) Curriculum development/customisation
5) Training delivery/implementation for a minimum of 5 days per location
6) Monitoring, evaluation, and sustainability

**5.0    Eligibility Of Applicants**

The grant may be awarded to a single applicant entity or a consortium of partners under a partnership.

**5.1    General Criteria**

The applicant and/or lead applicant in case of a partnership:
1. Should be legally established and registered in Uganda.
2. Must be in satisfactory financial health and have adequate financial structures and systems to report and account to the Commission as shall be required.
3. Must be willing to work in urban and rural Uganda.
4. Should provide proof of more than three (3) years' experience in the field of ICT and multimedia training or engagement.
5. Should have plans and capacity to network and mobilize resources to sustain the project.
6. Can only apply for a maximum of two region.

**5.2    Preference**

The Commission will give preference to applicants whose proposals highlight the following:
1. Demonstrate clear understanding and experience in dealing with youth training and capacity enhancement.
2. Demonstrate clear understanding of the challenges experienced by the youth in the unserved and or underserved areas.
3. Have qualified human resources in-house with the ability to implement the proposed project within the proposed timeframe.

4. Provide for greater innovations in the 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).
5. Provide a clear financial and material contribution from the applicant over and above the grant amount.
6. Demonstrate higher value for money.

## 6.0   Assessment Criteria

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

1. Administrative: This will mainly 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.

### 6.1   Legal documents required

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. This will apply to both lead applicant and co-applicant in case of a partnership.
2) Applicant's Memorandum and Articles of Association.
3) Applicant's address (physical, postal, email and website where applicable).
4) Applicant's contact person details –name, position, phone, 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 Audited Financial Account statements for the last 2 years. *(Both partners in case of a partnership)*.
7) Applicant's signed Code of Ethical Conduct for Grant Applicants and Providers. Refer to Annex 1.
8) Applicant or Consortium partners' proof of experience in conducting ICT and multimedia training.

### 6.2   Proposal 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). The recommended duration is five (5) days per district.
7) The Project Implementation budget detailing the total project budget and clearly outlining how the partner's contribution will be integrated with the funds allocated by the Commission. A breakdown of anticipated expenditures for each project component is recommended.
8) Sustainability approach.
9) Monitoring and evaluation approach.
10) Risk management framework.
11) Integration of cross-cutting issues of 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.

## 7.0   Risk Assessment

The Commission 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.

## 8.0   Application Timeline

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

A pre-grant application meeting will be held online on **13th August 2024 at 10.00 am.** Participants should register in advance for this meeting:

https://events.teams.microsoft.com/event/c2f0e2fb-79a2-4f6f-b388-26b27c8e73f6@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.

**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**

**SKILLING YOUTH GROUPS IN ICT AND MULTIMEDIA DISTRICTS AND REGIONS FOR THE FY 2024/2025**

| SN | Region | Districts | No. of Participants |
|---|---|---|---|
| 1. | Central and Western | Kiboga, Mityana, Nakasongola, Kyenjojo, Kabale | 500 |
| 2. | Eastern | Mayuge, Bugiri, Busia, Palisa, Soroti | 500 |
| 3. | Northern | Adjuman, Gulu, Pader, Lira, Kitgum | 500 |