



## **CALL FOR PROPOSALS FOR THE UCC/UCUSAF GRANT FOR DIGITAL SKILLING FOR FARMERS**

### **STATEMENT OF REQUIREMENTS**

#### **1.0 Introduction**

Uganda Communications Commission (UCC), through the 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 smallholder farmers in the country.

Resources have been set aside to be utilized under a collaborative grant framework between UCC/UCUSAF and one (1) suitable partner to implement the project in the Financial Year 2024/2025 contained in Annex 1.

#### **2.0 Background**

Agriculture continues to be a backbone of Uganda's economy, employing over 70% of Uganda's population, majority of which are youth and women. In FY 2022/23, agriculture accounted for about 24% of GDP, and 35% of export earnings. It is worth noting that over 70% of the farmers are smallholder farmers based in rural areas, whose operations are greatly affected by climate change; limited access and usage of digital services; limited access to quality farm inputs; and limited access to quality extension services, among others.

Studies show that appropriate application of Information Communication Technology (ICT)s and building capacity of farmers in digital literacy skills can positively impact agricultural output by mitigating several bottlenecks along the agriculture value chain, hence contributing to an increase in household level income and prosperity. Furthermore, enhancing digital literacy skills of farmers and value chain actors in agriculture creates demand for employment opportunities in the ICT sector, creates micro-entrepreneurship and promotes social development opportunities for low-income users.

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Uganda Communications Commission in the year 2022 carried out an analysis of the access and usage of communication services in Uganda. Among the findings of the study was limited digital skills, especially at household level where majority farmers dwell. Based on this, the study report recommended the need to have specific tailored digital literacy and skilling interventions for farmers in Uganda.

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.

In line with the above recommendation, UCC/UCUSAF is seeking to collaborate with suitably qualified partners (individual organization/firm or consortium of organizations) with the requisite qualifications, resources, competencies and experience as per the eligibility criteria and statement of requirements presented in this call. The applicants shall be tasked with building the capacity of farmers in digital literacy skills.

### **3.0 Objectives of the Grant**

The general objective of the grant is to impart digital transversal skills on farmers that will enable them to harness the innovations that have been developed by government and private sector to increase efficiency and productivity in the lives of farmers.

The specific objectives are:

1. Train and create awareness amongst farmers on the use and potential of ICTs in farming, business, 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 farming categories in the delivery of digital transversal skills for farmers.
3. Build capacity of farmers in digital transversal skills aligned with social responsibility and relevant ICT entrepreneurship skills.

### **4.0 Project Key Actions**

1. Conduct digital literacy training for up to 2,400 selected rural community members as contained in the locations in Annex 2 attached.
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2. Review the available content and ensure it is customized for the training of eligible farmers 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.

## **5.0 Target Group**

The initiative targets largely farmers engaged in any form of farming, including animal husbandry, crop farming, fish farming, apiary, and poultry.

## **6.0 Eligibility of Applicants**

### **6.1 General Criteria**

1. The applicant (individual organization or consortium of organizations) must be 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.
4. In the case of a 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**

Preference will be given to applicants whose proposals highlight the following:

1. Well presented, clear, logical, well-conceived and reflecting a good understanding of the relevant issues in the subject matter.
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2. Make linkages of UCC and UCUSAF 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 Criterion**

The grant applications will be assessed based on a 3-stage process (Administrative, Technical and Financial) but also incorporating the four equally weighted, all-encompassing criteria:

1. Administrative- focus on the 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).
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## **7.2 Business Plan 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

### **Note**

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 **26<sup>th</sup> July to 13<sup>th</sup> August 2024**.

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

<https://events.teams.microsoft.com/event/24a18c1e-fab7-420a-aab0-ab9883e60726@f7ffcd5e-44c0-4686-8452-78ea57432de7>

For any clarification or guidance on the grant application process, please contact +256 412 339000; or +256 312 339000 or email [ucusaf@ucc.co.ug](mailto:ucusaf@ucc.co.ug).

Final applications should be submitted in triplicate hard copies (3 copies) by **4.00 pm on 13<sup>th</sup> August 2024** to:

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**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](mailto:registry@ucc.co.ug); [ucusaf@ucc.co.ug](mailto:ucusaf@ucc.co.ug)

**Disclaimer**

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

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## 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**

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**NAME OF APPLICANT**



## Annex 2: Selected 24 Districts for Digital Literacy Training

	<b>District</b>	<b>No. of Farmers to skill</b>
1	Koboko	100
2	Maracha	100
3	Terego	100
4	Madi – Okolo	100
5	Moyo	100
6	Obongi	100
7	Pakwach	100
8	Kwania	100
9	Abim	100
10	Amolatar	100
11	Amuru	100
12	Karenga	100
13	Nabilatuk	100
14	Kaberamaido	100
15	Kabelebyong	100
16	Katakwi	100
17	Serere	100
18	Ngora	100
19	Isingiro	100
20	Buhweju	100
21	Ntungamo	100
22	Sheema	100
23	Kanungu	100
24	Rukiga	100