



## **TERMS OF REFERENCE**

### **PILOT PROJECT FOR THE COLLECTION OF ELECTRONIC WASTE (ICT E-WASTE) IN UGANDA**

#### **1. Introduction**

The Uganda Communications Commission (UCC), as the regulator of the communications sector, is dedicated to promoting the sustainable use of Information and Communication Technologies (ICTs). A key aspect of this commitment is ensuring responsible management of ICT equipment at the end of its life, particularly through effective e-waste handling and disposal.

UCC is launching a pilot project to better understand the complexities and multi-stakeholder dynamics involved in ICT e-waste collection and management. The project aims to gather comprehensive insights into the various aspects of e-waste management, with the goal of developing a framework that will inform government policy and provide guidance to broader stakeholders on effective ICT e-waste collection.

The pilot is being implemented over 24 weeks in the districts of Kampala, Wakiso, and Mukono, serving as a model to explore practical challenges.

UCC is in the process of engaging two implementing partners through a competitive selection process, as outlined in these Terms of Reference (ToRs), which detail their tasks and responsibilities.

#### **2. Objectives of the Pilot Project**

The main objectives of the pilot project are:

- i. To pilot a scalable ICT e-waste collection initiative in Kampala, Wakiso, and Mukono and establish a sustainable, multi-stakeholder ecosystem for ICT e-waste collection in Uganda.
- ii. To assess the end-of-life management and circularity of ICT devices distributed through UCUSAF programs (e.g., computers and tablets) and gather data to improve future program outcomes.
- iii. To engage stakeholders and build adequate ICT e-waste collection capacity through collaboration with relevant partners.

- iv. To conduct public awareness and community engagement campaigns that promote responsible disposal of ICT e-waste.
- v. To establish and evaluate data collection mechanisms to track the effectiveness of ICT e-waste collection processes, stakeholder participation, and community response.
- vi. To explore commercial opportunities in ICT e-waste management that support the long-term sustainability and viability of ICT e-waste collection in Uganda.

### **3. Scope of Work for Implementing Partners**

The Implementing Partners will undertake the following tasks:

1. Develop a project framework, including overall strategy, methodologies, a detailed work plan, and stakeholder engagement methods that align with the project objectives.
2. Identify safe methods for ICT e-waste collection and propose strategic locations for drop-off centres in collaboration with key stakeholders.
3. Design and propose the appropriate collection infrastructure, such as bins, while ensuring compliance with international standards.
4. Collaborate with UCC to launch the pilot project at UCC headquarters.
5. Execute consumer awareness campaigns and training sessions for communities, waste management personnel, and stakeholders on best ICT e-waste collection and disposal practices.
6. Implement incentive programs to encourage individuals and businesses to dispose of their ICT equipment responsibly.
7. Establish a data collection system to monitor the types, quantities, and disposal methods of collected ICT e-waste.
8. Develop a tracking system to oversee collection activities, including geographical distribution and disposal methods.
9. Create strategies to ensure the long-term sustainability of ICT e-waste collection efforts beyond the pilot phase.

### **4. UCC Responsibilities**

UCC will:

- i. Review proposals and invite selected applicants for a pitching session to ensure alignment with the project's goals. This will provide applicants the

opportunity to clarify their ICT e-waste collection strategies and demonstrate how their solutions align with the project objectives. A final selection will be made following the pitching.

- ii. Approve and disseminate awareness content developed by the Implementing Partners across social media platforms.
- iii. Collaborate with the Implementing Partners via the Project Implementation Team (PIT) to conduct awareness campaigns.
- iv. Approve the locations for ICT e-waste collection points and the design of the collection infrastructure.

## 5. Key Deliverables and Reporting

The Implementing Partners are expected to deliver the following:

### i. Inception Report:

- o A comprehensive understanding of the assignment, including methodology, risk management plan, work plan, and timelines, which will be reviewed and approved by the UCC PIT.
- o This shall be submitted electronically in English (MS Word or PDF format).

### ii. ICT e-waste Collection:

- o Conduct the assignment as outlined in the work plan.
- o Submit monthly progress reports to UCC and request meetings to provide updates when necessary.

### iii. Final Project Report:

- o After completing the assignment, submit a final project report that includes feedback from the validation process.

## 6. Timelines

The project will be completed within 24 weeks from contract signing. The timeline for deliverables is as follows:

<b>Deliverable</b>	<b>Description</b>	<b>Submission Time from Contract Date</b>
Inception Report	Detailed methodology, work plan, stakeholder engagement, risk	Three weeks

<b>Deliverable</b>	<b>Description</b>	<b>Submission Time from Contract Date</b>
	management, resource requirements, and timelines.	
Progress Reports & Draft Report	ICT e-waste collection activities, challenges, and progress.	18 weeks
Validation Meetings	PowerPoint presentations summarizing key findings.	One week
Final Report	Final report incorporating feedback and recommendations.	Two weeks

## **7. Required Skills and Experience**

### **a. Educational Qualifications**

- The Implementing Partner must be a registered organization in Uganda with a recommendation from the National Environment Management Authority (NEMA) or in collaboration with a licensed entity.
- The Implementing Partner and their team should hold relevant qualifications in environmental science, management, engineering, or a related field.

### **b. Experience Requirements**

The team composition should demonstrate:

- Extensive knowledge and experience in waste handling and management, with a specific focus on ICT e-waste.
- A thorough understanding of environmental protection, including ICT e-waste management and disposal regulations and guidelines (both national and international).
- Knowledge of international standards and best practices for ICT e-waste disposal.
- Proven experience in project management, particularly in managing environmental initiatives and multistakeholder projects.
- Excellent organizational and communication skills to facilitate effective collaboration with stakeholders, as well as the ability to collect and present data clearly and effectively.

The Implementing Partner should provide at least two recommendation letters from organizations with which they have collaborated on similar projects, highlighting their contributions and the outcomes of those initiatives.

## **9. Reporting**

The Implementing Partners will report to the Project Manager and submit monthly progress reports. Reports should be submitted electronically or during physical meetings as the Project Manager requires.

## **10. Copyright and Disclosure**

All project deliverables remain the property of UCC and cannot be reproduced without prior consent. Data protection and confidentiality agreements will be strictly adhered to.

## **11. Liability and Termination**

UCC reserves the right to terminate the contract for unsatisfactory performance or unjustifiable delays. UCC will not be liable for costs incurred before, during, or after the contract's termination.

## **12. Documentation Required**

Interested firms must submit the following:

- A proposal including methodology, infrastructure specifications, milestones, and previous experience.
- Letters of recommendation from at least two recognised organisations on projects that have been successfully implemented.
- Any innovative suggestions related to the Terms of Reference.