



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 2026/2027.

2.0 Background

The Uganda Communications Commission (UCC) through Uganda Communications Universal Service Access Fund (UCUSAF) has established over

1,400 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 results 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

1. 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.
2. To empower students and increase their ownership and responsibility for the ICT computer laboratories and develop their capacity for maintaining the labs.

3. 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.
4. 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 schools. Clubs shall be given self-reporting templates.
5. 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.
6. 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.
7. To offer opportunities for students to connect and collaborate with peers from other schools or even internationally through online platforms.
8. 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.
9. To encourage peer learning and collaboration, fostering teamwork and communication skills through group projects and activities.
10. To encourage students to approach problems creatively and develop analytical skills through troubleshooting hardware and software issues.
11. 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) The lead applicant must be a not-for-profit organization.
- 2) Be a legally established non-profit entity in Uganda with a mandate to work with secondary schools in Uganda.
- 3) Be in satisfactory financial health and have adequate financial systems to report to UCC/UCUSAF as shall be required.
- 4) Have the capacity and willingness to work in urban and rural Uganda.
- 5) Provide proof of more than 3 years' experience in working with secondary schools in Uganda.
- 6) 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 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) Applicants' 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 effective 28th September – 12th October 2026.

An online Pre – grant Application meeting on Teams will be held on 6th October 2026 at 2.00pm. Meeting log in link is here below:

<https://teams.microsoft.com/meet/322602844283676?p=Cvwx7ShYoc9gQ77TXg>

Participants should register in advance for this meeting using the link in the detailed document.

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

Final applications should be submitted online through the link below:
<https://eservices.ucc.co.ug/web/> by 5:00pm 12th October 2026

**The Executive Director,
Uganda Communications Commission,
Plot 42-44, Spring Road Bugolobi,
P O Box 7376,
KAMPALA**

Disclaimer

Personal information supplied in an application will be used by the Commission following the Laws of Uganda.

Annex 1:

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

No	School Name	District
1	St John's Secondary School Ikumba	RUBANDA
2	Masindi Army Secondary School	MASINDI
3	Omoro Secondary School	ALEBTONG
4	Bugalo College Bwiryra	BUTALEJA
5	St Noah Secondary School Mutara	MITOMA
6	Kirugu Secondary School	RUBIRIZI
7	Abongomola Seed Secondary School	KWANIA
8	Maaji Seed Secondary School	ADJUMANI
9	Aminit High School	BUKEDEA
10	Muhokya Parents Secondary School	KASESE
11	Bunya Secondary School	MAYUGE
12	St Theresa Senior Secondary School Kungu	KASSANDA
13	St Peters Secondary School Kibuzi	KAYUNGA
14	Budongo Secondary School	MASINDI
15	Kiwawu Secondary School	MITYANA
16	St Kizito Secondary School Nakibano	MUKONO
17	Bwambara Secondary School	RUKUNGIRI
18	Rugyeyo Secondary School	KANUNGU
19	Kakanju Vocational Secondary School	BUSHENYI
20	Muramba Seed Secondary School	KISORO
21	St Gerald Secondary School	RUKUNGIRI
22	Ejome Secondary School	TEREGO
23	Esteeri Kokundeka Memorial Secondary School	MBARARA
24	Lakwana Seed Secondary School	OMORO
25	Ayer Seed Secondary School	KOLE

26	Brother Robert Gay Secondary School	RUKIGA
27	Bugangari Secondary School	RUKUNGIRI
28	Katurika Secondary School	RUKUNGIRI
29	KIFAMBA VOCATIONAL SECONDARY SCHOOL	RAKAI
30	Kantare Secondary School	RUKIGA
31	Iguli Girls Secondary School	DOKOLO
32	Paroketo Secondary School	PAKWACH
33	Archbishop Janan Luwum Memorial College Mucwini	KITGUM
34	St Joseph Hospital Kitgum School Of Nursing And Midwifery	KITGUM
35	Lodonga Seed Secondary School Koboko	KOBOKO
36	Pawor Seed Secondary School	MADI OKOLLO
37	Agung Community Secondary School Anaka	NWOYA
38	Pope Paul Vi Secondary School Anaka	NWOYA
39	St Paul Secondary School Nasuti	IGANGA
40	Wante Muslim Secondary School	MAYUGE
41	Nawandala Secondary School	IGANGA
42	Nakabugu Muslim Secondary School	LUUKA
43	Mutunda Secondary School	KIRYADONGO
44	Ikoba Girls Secondary School	MASINDI
45	Kyasa Secondary School	WAKISO
46	Rukore High School	KABALE
47	BUSABI SECONDARY SCHOOL	BUTALEJA
48	St Paul Bucundura Secondary School	RUKIGA
49	Karera Seed Secondary School	SHEEMA
50	Teso Integrated Secondary School	NGORA
51	Karambi Senior Secondary School	KASESE
52	Lwebitakuli Seed Secondary School	SEMBABULE

53	Kibatsi High School	NTUNGAMO
54	St Joseph S Vocational High School	NAKASONGOLA
55	Kamwezi High School	RUKIGA
56	Kihanga Secondary School	RUKIGA
57	KOLIR COMPREHENSIVE SECONDARY SCHOOL	BUKEDEA
58	Nakwaya Secondary School	MITYANA
59	Masindi Port Secondary School	MASINDI
60	Tropical College Tororo	TORORO
61	Budumba Secondary School	BUTALEJA
62	Kyebambe Secondary School	FORT PORTAL
63	Kochi Secondary School Koboko	KOBOKO
64	Kibanzanga High School	KASESE
65	Ihandiro Vocational Secondary School	KASESE
66	Kichwamba Secondary School	KITAGWENDA
67	Wera Seed Secondary School	AMURIA
68	Paidha Secondary School	ZOMBO
69	Burema Secondary School	KANUNGU
70	St Francisca Girls Secondary School	APAC
71	Engari Secondary School	KAZO
72	Purongo Seed Secondary School	NWOYA
73	St John Bosco Secondary School	KAMULI
74	St Charles Lwanga College Koboko	KOBOKO
75	Rugarama Secondary School Kakasi	KITAGWENDA
76	Kibuye Secondary School	KYELEGWA
77	St Raphael Secondary School Nyakanyinya	RUKUNGIRI
78	Nombe Seed Secondary School	NTOROKO
79	Apac Seed Secondary School	APAC
80	Padrombu Seed Secondary School	KOBOKO
81	Mount Wati Secondary School	TEREGO
82	Angal Secondary School	NEBBI
83	Kashozi Secondary School	IBANDA

84	Buzaya Secondary School	KAMULI
85	Kabweri Senior Seed Secondary School	KIBUKU
86	Nandere Senior Secondary School	KIBUKU
87	Midigo Secondary School	YUMBE
88	Bbaale Secondary School	KAYUNGA
89	St Sebastian Secondary School Bethlehem	KYOTERA
90	Luweero Seed Secondary School	LUWEERO
91	Kyangwali Secondary School	KIKUUBE
92	Kitumba Secondary School	FORT PORTAL
93	St John Mary Muzeeyi S Bigada Secondary School	KYOTERA
94	Ruborogota Secondary School	ISINGIRO
95	St Augustine Rutenga	KANUNGU
96	Abok Seed Secondary School	OYAM
97	Lagwai Seed Secondary School	PADER
98	Panyimur Secondary School Packwach	PACKWACH
99	Nakabaale Secondary School	LUUKA
100	Bubiita Seed Secondary School	BUDUDA

ANNEX 2

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