CALL FOR PROPOSALS FOR THE UCC/UCUSAF GRANT FOR ENHANCING ICT ADOPTION FOR THE INFORMAL SECTOR MOTORCYCLE RIDERS (BODA BODA) THROUGH EMPOWERMENT IN THE SAFE AND EFFECTIVE USAGE OF DIGITAL SOLUTIONS

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 enhancing ICT adoption by Boda Boda riders in Uganda for FY 2024/25.

UCUSAF, in line with its new 5-year strategic plan 2023/24 – 2027/28, set aside financial resources to be utilized under a collaborative grant framework between UCC/UCUSAF and a suitable partner to implement the project: *Enhancing ICT adoption for motorcycle riders (boda boda) through empowerment in the safe and effective usage of digital solutions.* Some of these funds are available within the operational budget of Financial Year 2024/25 to implement the project in the districts of Kampala, Wakiso, and Mukono.

2.0   Background

Uganda Communications Commission is the regulatory body overseeing various sectors, including Telecommunications, Data Communications, Broadcasting, Postal Communication, Radio Communication, and Infrastructure services throughout Uganda. It is also tasked with the responsibility of licensing operations of cinematography theatres and video or film libraries in Uganda. UCC further manages UCUSAF, a fund responsible for driving the adoption and usage of ICTs across the country, especially for the unserved and underserved communities, including the boda boda community.

In Uganda, digital transformation is one of the core programs of the National Development Plan IV, which aims to enhance the usage of ICT in the delivery of national development and service delivery.

In recent years, Uganda has emerged as a vibrant hub for innovative solutions driven by the Information and Communication Technology (ICT) sector. These innovations have played a transformative role in addressing key socio-economic challenges, including financial exclusion, limited access to essential services, and inefficient traditional business practices. The informal sector, which employs a significant portion of the population, has particularly benefited from disruptive technologies that challenge conventional models to offer more inclusive and efficient solutions.

3.0   Problem Statement

According to available data, the population of boda boda riders in Uganda is estimated at 1.5 million, including between 200,000 and 350,000 operating in Kampala alone.

Despite the progress made and achievements so far registered under the Digital Transformation Roadmap through UCUSAF initiatives for youth, SMEs, women, Persons with Disabilities, and teachers across the country, digital transformation is still hampered by some bottlenecks. These include insufficient ICT infrastructure, low ICT device penetration and low levels of digital literacy, especially in the unserved and underserved communities.

This program seeks to tap into the several opportunities that exist for ICT adoption and usage among the boda boda motorcyclists to drive and ensure consistent and uninterrupted progress towards the digital transformation of this cluster of the population.

This program therefore intends to empower the boda boda community with technological skills and knowledge about the prevailing realities of the market to enable them to actively participate in the digital economy. It is intended to introduce participants to the impact of technology, to enhance their digital literacy, and provide access to digital tools for improved personal productivity.

4.0   Project Objectives

4.1   General Objective

The general objective of the scheme is to encourage and assist the boda boda motorcyclists to adopt ICT tools and applications in their business process value chains, to improve their productivity and competitiveness in national and international markets.

4.2   Specific Objective

(i)   To implement a digital literacy and skilling programme targeting boda boda motorcyclists.

(ii)   To increase boda boda motorcyclists' access to digital solutions for improved efficiency, effectiveness and inclusion.

(iii) To create linkages between providers of digital tools and solutions to the intended beneficiaries.

(iv)   To create jobs and employment opportunities in the digital economy through digital literacy and inclusion.

(v)   To educate the beneficiary boda boda motorcyclists on the opportunities of ICT and subsequently stimulate participation in e-government and e-commerce services.

5.0   Program Key Actions and Project Outputs

UCC will provide financial support in the form of a grant to facilitate successful proposals. Grant payments will be milestone-based to ensure commitment and adherence to the proposal plans as agreed with the applicant. The key deliverables will include:

(i)   Needs assessment on the adoption and usage of digital tools amongst boda boda motorcyclists in the districts of Kampala, Mukono and Wakiso.

(ii)   Stakeholder engagement and mobilization for the program.

(iii) Curriculum development/customization for training.

(iv)   Training for a minimum of 5 days for 3,000 boda boda motorcyclists from the districts of Kampala, Mukono and Wakiso as per Annex 1 breakdown.

(v)   Technology support to the beneficiary boda boda motorcyclists.

(vi)   Monitoring, evaluation, and sustainability.

6.0   Target Group & Implementation Timeframe

This initiative targets boda boda motorcyclists operating in the districts of Wakiso, Mukono and Kampala. The program will be implemented over a period of six months.

7.0   Eligibility of Applicants

7.1   General Criteria

1. The Applicant (both Lead and co-applicant in case of a consortium) is a legally established entity in Uganda. To address the diverse needs of the programme, it is likely that a consortium of providers will be ideal. The applicant organization (in the case of consortia both Lead and co-applicant) will assume overall responsibility and sign a Grant Agreement with UCC to enforce joint accountability.
2. The Applicant (both Lead and co-applicant in the case of a consortium) must be in satisfactory financial health and have adequate structures and systems to manage the programme and report to UCUSAF as shall be required.
3. The Applicant (Lead or co-applicant in the case of a consortium) must demonstrate active presence and operation in the 3 district locations of Kampala, Wakiso and Mukono.
4. The Applicant (Lead or co-applicant in the case of a consortium) must have at least 3 years' experience working with boda boda motorcyclists.
5. The Applicant (Lead or co-applicant in the case of a consortium) must demonstrate experience in mobilizing, coordinating and delivering similar initiatives on a national scale.
6. The Applicant (Lead and co-applicant in the case of a consortium) should have a clear strategic plan incorporating usage and adoption of ICTs for unserved and underserved communities, including but not limited to boda boda motorcyclists.
7. The Applicant (Lead and co-applicant in the case of a consortium) must have capacity to network and mobilize complimentary resources to sustain the initiative.
8. Co-applicants must demonstrate complimentary competencies to the applicant.

7.2 Preference

The Fund will give preference to applicants whose proposals highlight the following:

1. Demonstrate clear understanding and experience in dealing with capacity enhancement of boda boda motorcyclists.
2. Entities that have qualified human resources in-house or working in an established and proven consortium to implement the proposed project within the proposed timeframe.
3. Proposals that provide for greater innovations in addressing digital inclusiveness for boda boda motorcyclists in a sustainable manner and demonstrating logical thought processes of the results framework in line with the national development agenda.

4. Proposals that provide innovation in the execution of the project actions in challenging environments (e.g. lack of network access or access to the power grid, among others).
5. Clear financial and material contribution from the applicants over and above the grant amount.
6. Proposals that demonstrate higher value for money.

7.3 Assessment Criterion

The grant applications will be assessed based on a 3-stage process (Administrative, Technical and Financial) as follows:

1. Administrative - focus on assessment of eligibility.
2. Technical –focus on clarity of the motivation, smartness of goals, appropriateness of methodology and project management framework, feasibility of work plans, innovativeness and potential impact of the project. Ability to meet project priorities, addressing crosscutting issues and project sustainability.
3. Financial –focus on value for money, sustainability and ability to mobilize more resources to scale the initiative.

8.0 Risk Assessment

The UCUSAF Assessment Team will carry out a risk assessment of the indicated and non-indicated risks. The assessment made will inform a determination as to whether a potential engagement would involve low, medium, high, or extreme risk to UCC/UCUSAF.

9.0 Required Applicant's Legal Documents

1. Certificate of incorporation or registration for the Applicant (Both Lead and co-applicant in the case of a consortium) providing a legal name – that identifies the applicant for legal, administrative and other official purposes.
2. Beneficial owner form in the case of a company (Both Lead and co-applicant in the case of a consortium).
3. Memorandum and Articles of Association for Applicant (Both Lead and co-applicant in the case of a consortium).
4. Physical and postal address, email and web site (where applicable) of the Applicant (Both Lead and co-applicant in the case of a consortium).
5. Contact person's details with Powers of Attorney – the name, position, phone and email contact for an authorized representative of the

Applicant (Both Lead and co-applicant in the case of a consortium). Powers of Attorney for to be attached.

6. Letters of support from affiliated entities or proposed implementing partners if any (co-applicants).

7. Audited Financial statements for the last 3 years of the Applicant (Both Lead and co-applicant in the case of a consortium).

8. Signed code of ethical conduct in business for grant applicants and providers- Template provided by UCC/UCUSAF (Attached as Annex).

10.0 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, with clear description of responsibilities for each partner
7. Project implementation budget with clear allocation of resources to implementing partners
8. Sustainability approach
9. Monitoring and evaluation approach
10. Risk management framework
11. Integration of cross cutting issues - gender, youth, and digital divide, among others.

11.0 Application Timeline

The grant application is open effective **11ᵗʰ February 2025** till **4th March 2025**.

A pre – grant application meeting will be held on-line on **18ᵗʰ February 2025 at 10.00am**. Meeting login details are here below:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWYzNGRiYTQtZDRlYi00NmIyLTk3M2QtNTI3YTZlMGE2Yzg3%40thread.v2/0?context=%7b%22Tid%22%3a%22f7ffcd5e-44c0-4686-8452-78ea57432de7%22%2c%22Oid%22%3a%22f4f92091-537a-45fe-b0ee-00c6d011dfe4%22%7d

For further clarification or guidance on the grant application process, please email ucusaf@ucc.co.ug.

Final applications in triplicate (3 copies) will be submitted to the physical address below and soft copies of the same forwarded to the email addresses registry@ucc.co.ug and ucusaf@ucc.co.ug

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

Disclaimer

1. Personal information supplied in an application will be used by UCC in accordance with the laws of Uganda.
2. The Commission reserves the right to carry out any form of due diligence at any time of the application process once an application has been received.

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 association 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) 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.

AUTHORISED SIGNATORY

NAME OF APPLICANT

ANNEX 1

ENHANCING ICT ADOPTION FOR THE MOTORCYCLE RIDERS (BODA BODA) THROUGH EMPOWERMENT IN THE SAFE AND EFFICIENT USAGE OF DIGITAL SOLUTIONS

SN	District	No. of Participants
1.	Kampala	1500
2.	Wakiso	1000
3.	Mukono	500