



**UNITED NATIONS CAPITAL DEVELOPMENT FUND (UNCDF)  
REQUEST FOR APPLICATIONS**  
**Using Digital Innovation in Education to improve the quality of service by teaching and  
teaching staff**

**1. INTRODUCTION TO THIS REQUEST FOR APPLICATIONS (RfA)**

As part of [UNCDF strategy "Leaving no one behind in the digital era"](#), UNCDF is looking for legally established entities in Uganda that can propose innovative and scalable solutions that can address the following focus areas with an aim of empowering the target customers/ beneficiaries:

- Area 1: Develop and deploy an e-recruitment solution to improve the recruitment and promotion process for teaching and non-teaching personnel in the education sector.
- Area 2: Develop and deploy a dashboard to improve planning, support to the schools and reporting at the district level.
- Area 3: Pilot and scale digital for School Management Systems (attendance, enrolment, examination and other school planning and reporting needs).
- Area 4: Pilot and scale e-learning solutions targeting secondary school teachers
- Area 5: Pilot and scale a digital solution to improve school fees payments and affordability through payment plans, savings and loans.

The solutions must be innovative and sustainable so as to allow for continuity of all involved in the deployment. They should be targeted towards serving schools in low-income rural regions. Specifically, the solutions will be piloted in the regions of Kiryandongo, West Nile, Acholi and Lango.

Moreover, the solutions proposed should create the following results:

- Increase digital and financial literacy
- Improve the quality of skills and knowledge of secondary school teachers
- Improve school operations, administration and management
- Increase attendance of teachers in schools
- Improve access to savings and micro credits to teachers
- Improve planning and support of the district education to schools
- Improve recruitment processes of teachers and experience of applicants
- Drive adoption and usage of digital payment services
- Collect real-time data on key education indicators

UNCDF will provide a grant and sign a Performance-Based Agreement (PBA) with at least one applicant per area.

Applicants can apply separately for the different areas (Area 1 to Area 6) or proposed a project for a combination of areas. Please indicate the scope in the proposal.

UNCDF contributions may range from 50,000 USD to 150,000 USD per grant agreement. In the proposal, the applicant shall quote its costs for the operations and management of the project including providing full time resources that would engage with UNCDF in supporting the project implementation. Applicants should provide budgets indicating how the proposed approach will deliver high quality results

**Timing and Contacts**

- Queries to this RFA can be submitted via email at [digital.info@uncdf.org](mailto:digital.info@uncdf.org) no later the 15th of



February 2020 23:59 EAT. A document of Frequently Asked Question (FAQ) will be shared on this page.

- Applications about this RFA should be submitted via email at [digital.info@uncdf.org](mailto:digital.info@uncdf.org) copying in (Cc) Chris Lukolyo [chris.lukolyo@uncdf.org](mailto:chris.lukolyo@uncdf.org) no later the 1st of March 2020 23:59 EAT.

**Please include in the subject line of the email: “RFA Using Digital Innovation in Education to improve the quality of service by teaching and non-teaching staff”**

Applications must follow the submission format as outlined in Annex 1 and Annex 2 of this RFA.

The overall duration of UNCDF support for the successful applicants will be up to two (2) years, expiring maximum on December 2022.

## 2. ORGANIZATION CONTEXT AND BACKGROUND INFORMATION

UNCDF is the UN’s capital investment agency for the 47 world’s least developed countries. It creates new opportunities for poor people and their communities by increasing access to microfinance and investment capital. UNCDF focuses on Africa and the poorest countries of Asia and the Pacific, with a special commitment to countries emerging from conflict or crisis. It provides seed capital – grants and loans – and technical support to help microfinance institutions reach more poor households and small businesses, and local governments finance the capital investments – water systems, feeder roads, schools, irrigation schemes – that will improve poor peoples’ lives.

Recently, UNCDF has formulated its strategy ‘**Leaving no one behind in the digital era**’ based on over a decade of experience in digital finance in Africa, Asia and the Pacific. UNCDF recognizes that reaching the full potential of digital financial inclusion in support of the Sustainable Development Goals aligns with the vision of promoting digital economies that leave no one behind. The vision of UNCDF is to empower millions of people by 2024 to use services daily that leverage innovation and technology and contribute to the Sustainable Development Goals. UNCDF will apply a market development approach and continuously seek to address underlying market dysfunction. For further detail on UNCDF strategy, refer to; <https://www.uncdf.org/article/4931/global-strategy-leaving-no-one-behind-in-the-digital-era>

**The current RFA is framed under “Inclusive Innovation” one of the four identified work streams of UNCDF strategy.** The set of activities under this work stream is designed to achieve the outcome: “Support local entrepreneurs and MSME to build inclusive services for the local digital economy making sure that the value offered by digital services improve the livelihoods of those living within the market and is not spirited away to global platform providers.” Inclusive innovation can be accelerated and will deliver the right services to empower vulnerable people if an open, affordable, quality and accessible digital ecosystem is in place.

## 3. SCOPE OF WORK

By this RFA, UNCDF is looking for legally established entities in Uganda that can propose innovative and scalable solutions and minimum viable products (MVPs) that can address the following focus areas with an aim of empowering the target customers/ beneficiaries;



- Area 1: Develop and deploy an e-recruitment solution to improve the recruitment and promotion process for teaching and non-teaching personnel in the education sector.
- Area 2: Develop and deploy a data visualization platform to improve planning, support to the schools and reporting at the district level.
- Area 3: Pilot and scale digital for School Management Systems (attendance, enrolment, examination and other school planning and reporting needs).
- Area 4: Pilot and scale e-learning solutions targeting secondary school teachers
- Area 5: Pilot and scale a digital solution to improve school fees payments and affordability through payment plans, savings and loans

Under this RFA, UNCDF will be selecting applicants that will present new proposals that support, test and scale-up innovative products, services and business models that empower customers in the long run. The solutions proposed shall focus on specific regions of Uganda, precisely: Kiryandongo, West Nile, Acholi and Lango.

**Area 1:** Develop and deploy an e-recruitment solution to improve the recruitment and promotion process for teaching and non-teaching personnel in the education sector.

The applicants must demonstrate their ability to support specific recruitment processes with innovative digital tools like e-recruitment platform that increase efficiency and effectiveness of the recruitment process of teaching and non-teaching personnel. Moreover, the platform must also improve the service experience for the applicants in Uganda's education sector.

The solutions proposed shall contribute towards:

- Reducing the delays in recruitment, selection and appointment processes due to long documents verification
- Improving the service experience for the participants
- Addressing the misplacement or loss of files and documents
- Reducing errors in the processing of large amounts of information
- Facilitating the analysis and reporting about the work.

**Area 2:** Develop and deploy a data visualization platform to improve planning, support to the schools and reporting at the district level.

The Education district offices are in charge with overseeing the implementation of the district and national education policies and plans. It also monitors and evaluates the performance of the education systems and school operations to keep a required standard within the district. Hence, the applicants must demonstrate the capabilities to deal with data visualization, analysis and reporting platforms to enhance the efficiency and effectiveness of the education district office in supporting the education mandate in their respective district.

The solutions proposed shall contribute towards:

- Providing regular information regarding school's operations and education system
- Providing a regular reporting on key performance indicators

- Enabling the district team for effective planning, operation and support to the education system and school
- Providing a clear supply and demand picture of the education system in the respective district.

**Area 3:** Pilot and scale digital for School Management Systems (attendance, enrolment, examination and other school planning and reporting needs).

The applicants must demonstrate their capability to support operations of schools using digital innovative sustainable solutions such as a school management system to improve efficiency and effectiveness in academic, attendance, fees, assessment and admission management.

The solutions proposed shall contribute towards:

- Improving efficiency and effectiveness in school operations, administration and management
- Increasing teacher time and attendance in schools
- Collecting real-time data on key education indicators
- Improving planning and allocation of resources
- Increasing usage and adoption

**Area 4:** Pilot and scale e-learning solutions targeting secondary school teachers

E-learning has been heralded as a revolutionary force for the education sector, especially for low-resource countries still suffering from a dire lack of skilled education workers. The applicants must show the ability and experience in providing support to schools using e-learning platform, education content curation and management to improve skills and knowledge for teachers.

The solutions proposed shall contribute towards:

- Increasing usage and adoption
- Improving skills and knowledge of secondary school teachers
- Improving timely information and statistics about learners such as frequency of login, learning, access to learning content and scores.

**Area 5:** Pilot and scale a digital solution to improve school fees payments and affordability through payment plans, savings and loans.

The applicants must demonstrate their ability to support the development and adoption of the digitization of school fees collection through affordable payment plans, savings and loans that best fits the context in the region.

The solutions proposed shall contribute towards:

- Improving the management of payments and finances in schools.
- Providing a flexible payment modality for payers
- Reducing school drop-out due to missing school fees payment
- Providing access to savings and loans products to parents
- Improving usage and adoption

### **3.1. Expected Results**

In accordance with the projects and solutions presented, the applicants shall provide in the proposal a comprehensive list of outputs, KPIs and targets to monitor the attainment of the different outcomes.

Foreseen targets and indicators should be gender disaggregated.

It will be required to the selected applicants to provide quarterly qualitative and quantitative reports. In the reporting requirements and outcomes, it will be important to outline the contribution to the target groups including:

UNCDF is especially interested in the following indicators:

#### **KPI's for Area 1:**

- Number of applications
- Number of new recruited candidates
- Number of re-engaged candidates
- Number of promoted candidates
- System uptime

#### **KPI's for Area 2**

- Number of aggregated education indicators
- Number of report

#### **KPI's for Area 3**

- Number of teacher absenteeism
- Number of student absenteeism
- Number of enrolled students
- Number of school drop outs
- Usage of the system

#### **KPI's for Area 4**

- Number of enrolled schools
- Number of teacher enrolled
- Average time spent on the platform
- Number of usage
- Usage of the system
- Number of active users

#### **KPI's for Area 5**

- Number of savings
- Number of Loans
- Number of loan paid
- Number of loan default
- Number of active parents paying fees digitally
- Number of schools accepting digital payments

## 4. AGREEMENT PARAMETERS

### 4.1. *Outputs and deliverables*

The engagement under this RfA would be for use by the entire economy aiming at developing an inclusive digital economy in Uganda. Thus, the applicant would work closely with UNCDF team in Uganda in the design and implementation of the project.

### 4.2. *Duration*

The partner is expected to sign a Technical Assistance Agreement and/or Performance Based Agreement with UNCDF. Applicants not familiar with UNCDF agreements are encouraged to request a sample from [digital.info@uncdf.org](mailto:digital.info@uncdf.org) prior to submission of application). Maximum expected date for the full completion of the project is December, 2022.

### 4.3. *Agreement size*

UNCDF will provide technical assistance support and/or grants and/or mentorship services to the applicants selected under this RFA.

UNCDF contributions may vary from 50,000 to 150,000 USD per partner. In the proposal, the applicant shall quote its costs for the operations and management of the project including providing full time resources that would engage with UNCDF in supporting the project implementation. Applicants should provide budgets indicating how they would contribute to produce high quality expected results with their technical approach.

### 4.4. *Language*

The deliverables, as well as any and all related correspondence exchanged by the organization and UNCDF, shall be written in English.

## 5. APPLICATION REQUIREMENTS

### 5.1. **Eligibility requirements of the Applicant(s) and/or the leading applicant of the consortia:**

- To be duly incorporated and registered according to the rules of Uganda;
- Not to be in a state of repair or to have been the subject of bankruptcy, liquidation, judicial settlement, safeguarding, cessation of activity or any other similar situation resulting from a similar procedure;
- Not to be included in the United Nations financial sanctions lists, particularly in the fight against the financing of terrorism and against attacks on international peace and security;
- To have fulfilled obligations relating to the payment of social security contributions or obligations relating to the payment of taxes according to the legal provisions in Uganda.
- In addition, neither the principal entity nor the legal entities that are members of the consortium will be able to: (i) submit another individual bid; (ii) or as a principal or member of another consortium / partnership submitting another submission.

- Applicant(s) should be operating in Uganda for at least 1 year;
- Applicant(s) should have audited financial statements for at least the last 1 year.

### **5.2. Minimum qualification criteria:**

- Submit a complete Commitment Letter (Annex 1) that the organization has reviewed the UNCDF legal document templates (available upon request), is prepared to sign it without revision to standard language.
- Submit a complete application (Annex 2). Have confirmed human resources to cover all planned/required activities.

### **5.3. Structure of the Application:**

- The application should follow the template provided in Annex 1 and Annex 2.
- Only applications that follow the formats of Annex 1 and Annex 2 and include all the necessary documentation will be accepted.
- Applicants are requested to present their innovative ideas, business models and solutions and to provide evidence of their social and environmental impact.

Note: Applicants can apply to one or more specific focus area:

- Area 1: Develop and deploy an e-recruitment solution to improve the recruitment and promotion process for teaching and non-teaching personnel in the education sector.
- Area 2: Set-up a dashboard to improve planning, support to the schools and reporting at the district level.
- Area 3: Pilot and scale digital for School Management Systems (attendance, enrolment, examination and other school planning and reporting needs).
- Area 4: Pilot and scale e-learning solutions targeting secondary school teachers
- Area 5: Pilot and scale a digital solution to improve school fees payments and affordability through payment plans, savings and loans

The selected project can have a maximum life span of up to 24 months and they could run until December 2022

### **5.4. Submission of the Application:**

- Queries to this RFA can be submitted via email at [digital.info@uncdf.org](mailto:digital.info@uncdf.org) no later the 15th of February 2020 23:59 EAT. A document of Frequently Asked Question (FAQ) will be shared on this page.
- Applications about this RFA should be submitted via email at [digital.info@uncdf.org](mailto:digital.info@uncdf.org) copying in (Cc) Chris Lukolyo [chris.lukolyo@uncdf.org](mailto:chris.lukolyo@uncdf.org) no later the 1st of March 2020 23:59 EAT.
- Please include in the subject line of the email: **“Using Digital Innovation in Education to improve the quality of service by teaching and non-teaching staff”**
- Applications must follow the submission format as outlined in Annex 1 and Annex 2 of this RFA.

### **5.5. Evaluation of the Application**

**The evaluation will follow the combined scoring method:**

- **Rating the Technical Proposal (TP):**  
TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100
- **Rating the Financial Proposal (FP):**  
FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100
- **Total Combined Score:**  
(TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)  
Total Combined and Final Rating of the Proposal

UNCDF will provide a grant and sign a Performance-Based Agreement (PBA) with selected applicants to manage projects and deliver as per the scope of work detailed in the next sections.

Applicants can apply separately from Area 1 up to Area 6 or proposed a project for a package areas. Please indicate the scope in the proposal.

Only the applicants that will score at least 70/100 from the combined technical and financial rating will be considered successful and move to the next step of the due diligence. The criteria are listed below.

**Technical proposal: 100 Points**

Expertise of the Applicant		Points Obtainable
1	The applicant has already solution tailored for under-served segments (e.g. youth, women, migrants) or demonstrates ability to quickly penetrate the market directly or through partnerships. The current resources (HR, financial, infrastructure, technology, brand recognition, geographical footprint, etc.) of the applicant demonstrates ability to scale among the identified segments	15
2	The applicant has already an existing viable business models to reach and empower underserved segments that is sustainable.	15
3	The applicants has already tested the solution in the regions of Kiryandongo , West Nile , Acholi , Lango region or elsewhere.	10
<b>Total Part 1</b>		<b>40</b>

Understanding of the mandate and proposed approach		Points Obtainable
4	Contribution to the inclusive digital economy that leave no one behind in the digital era with the specific mandate to create impact among vulnerable segments	20
5	Contribution of the Project to reach at least one of the Sustainable Development Goals	10
6	Product is ready for deployment; project team has relevant expertise and demonstrates ability to implement towards project goals	10
7	Level of innovation in the product and approach proposed; level of additional value bring brought to the market	10

Understanding of the mandate and proposed approach		Points Obtainable
8	Solution has potential to be scalable	10
Total Part 2		60

Only the applicants who score at least 70% of the technical score, will pass the next screening phase of the financial proposals.

### Financial Proposal (100 points)

- Only the financial offers of the applicant scoring at least 70% of the technical proposal will be assessed
- To be computed as follows:
  - Up to 50 points values for money ration equal to project budget divided by the number of users reached at the end of the project.
  - Up to 50 points, level of co-financing in cash and in kind by the applicant