

## United Nations Capital Development Fund

### REQUEST FOR APPLICATION FOR

#### **Provision of Business Development Services to Micro and Small Agribusinesses in the regions of Northern Uganda, Southwestern, Karamoja and West Nile.**

240215 - UG

#### **SUMMARY**

The United Nations Capital Development Fund (UNCDF) makes public and private finance work for the poor in the world's 46 least developed countries. With its capital mandate and instruments, UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development.

As part of [UNCDF strategy "Leaving no one behind in the digital era"](#), UNCDF is looking for legally established entities in Uganda that can implement the provision of Business Development Services (BDS), content digitization and delivery, to micro and small agribusinesses in the regions of West Nile, Northern Uganda, Karamoja and Southwestern Uganda aimed at improving business performance and sustainability.

UNCDF is partnering with WFP-Agriculture Market Support (AMS) programme to deliver on a project funded by the Mastercard Foundation with the ultimate objective of creating job opportunities for 90,500 youth in rural Uganda. WFP AMS will contribute to the Mastercard Foundation Young Africa Works strategy to create decent and fulfilling work and business growth opportunities for the youth, especially young women, and increase financial inclusion through a combination of capacity strengthening strategies in the agricultural sector in Uganda.

Interventions under this partnership seek **a)** to equip young people women, and refugees with knowledge, skills, and startup capital; it aims to accelerate the adoption of technology, especially digital solutions; create or increase demand and supply of inputs, outputs, services (e.g., finance), and skilled labour; and **b)** provide technical assistance and influence national and subnational institutions to improve the inclusiveness, efficiency, safety, and resilience of agri-food systems.

UNCDF's intervention feeds into the broader intervention by WFP by targeting youth, women and refugees that graduate from the WFP-AMS - led business training, an incubation programme. UNCDF and WFP will set a criteria to select the most promising businesses and ideas will be put in place to identify those that make it to a UNCDF-led accelerator programme.

The latter is composed of two phases: a business bootcamp phase and a sustained 6-month business acceleration phase. The bootcamp is a specialized one-week intense BDS training at the end of which the MSEs (individuals, collectives and or enterprises) will have polished their business plans, and their levels of readiness for capital injection and digital adoption. Post bootcamp, some businesses will be selected to receive sustained business acceleration which consists on personalized coaching and mentorship. These will also receive financing to implement their business plans in the form of access to seed innovation grants, while the more mature ones will be linked to financial institutions for loans.

This intervention aims to reach 20,000 youth, women, refugees, smallholder farmer enterprises and MSEs in the target regions providing them with BDS and entrepreneurship support in records management, marketing, savings, financial literacy, extension & Agro advisory, input efficiency, business skills training and technology usage.

The focus areas include:

### **Area 1: Digitization of the BDS training content/curriculum**

In this focus area the BDS training content provided to the WFP-AMS participants at the incubation stage not only to be improved and digitized, but to give continuity to the efforts done by the partner agency, WFP. The objective is to add contents on basic financial and digital literacy to the foundational BDS training material tailored to the Micro and small agribusinesses and packaging it to be delivered through digital devices like tablets, phones and laptops with an aim of increasing outreach and uniformity of the content delivered.

### **Area 2: Provision of BDS to micro and small agribusinesses led by youth, women and refugee**

In this focus area, a business acceleration approach will be adopted. This will include two phases:

- i) Phase 1: An intense bootcamp providing universal business growth skills and adoption of business enhancing digital solutions.
- ii) Phase 2: An extended business coaching phase customized to each type of business and its growth potential. At this phase, the BDS partner is expected to use last-mile BDS providers in the micro and small business areas of operation to ensure continued support and progress monitoring. Additionally, for entry points to access the target participants, the BDS delivery will utilize the existing rural institutions i.e. Village and Savings Loan Associations (VSLAs) and cooperatives for sustainability.

Throughout the intervention, there will be a deliberate targeting of women using a gender mainstreaming approach will be used to ensure women are enrolled, retained and complete both phases. The outcomes for this intervention are increased entrepreneurship skills and business management capacity to develop and sustain agribusiness. The Project is expected to be implemented until 30th September 2026 and will be undertaken in West Nile, Northern, Karamoja and Southwestern regions of Uganda.

Candidates should be in a position to deliver on both areas of intervention (focus area 1 & 2). UNCDF will provide a grant and technical assistance to the partner to carry out the activities. UNCDF's contributions can range from 1,080,000,000 UGX (Uganda Shillings, approx. US\$300,000) to 1,360,000,000 UGX (Uganda Shillings, approx. US\$380,000). In the proposal, the applicant shall quote its costs for the project's operations and management, including providing full-time resources that would engage with UNCDF in supporting the project implementation. UNCDF's contributions are disbursed in UGX. UNCDF will award the applications depending on the investment readiness level and outreach potential of the solution proposed.

UNCDF will provide a grant and sign a Performance-Based Agreement (PBA) with one applicant who will implement both areas of intervention specified above.

Applications for this Request for Application (RFA) should be submitted online through UNCDF Apply platform no later than **March 3, 2024, 23h59 EDT time**. An extension of the deadline, if any, will be communicated on the UNCDF Application platform.

Please submit your application here:

[https://apply.uncdf.org/prog/240215 - ug -  
provision of business development services to micro and small agribusinesses in the  
regions of northern uganda southwestern karamoja and west Nile](https://apply.uncdf.org/prog/240215 - ug - provision of business development services to micro and small agribusinesses in the regions of northern uganda southwestern karamoja and west Nile)

Selected applicants will be expected to fund at least 15% of the total project cost in cash (for costs such technical resources, staff, and operational expenses). Applicants may apply independently or in a consortium, provided that the consortium has a pre-established partnership prior to when this request for applications was issued.

Inquiries to this request for applications may be submitted by email to [uncdf.rfa@uncdf.org](mailto:uncdf.rfa@uncdf.org) cc [mildred.wengozi.b@uncdf.org](mailto:mildred.wengozi.b@uncdf.org). Please put the subject email "Provision of Business Development Services to Micro and Small Agribusinesses in the regions of Northern Uganda, Southwestern, Karamoja and West Nile."

## 1. INTRODUCTION

UNCDF is the United Nation's capital investment agency for the 46 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, loans and guarantees – and technical support to help financial service providers 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.

UNCDF's Inclusive Digital Economy practice area 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 applies a market system development approach and continuously seeks to address underlying market dysfunctions.

UNCDF's global digital strategy is organized in four workstreams namely 1) Enabling policy and regulation; 2) Open digital payment ecosystem; 3) Inclusive innovation; and 4) Customer empowerment. The current RFA is framed under workstream 2 and 3 which, respectively, aim at developing or improving business models and technologies for delivering services for rural communities, and ensuring that community members have the skills, knowledge and behavior that is needed to access and use digital services.

### ***About the Project***

UNCDF is partnering with the World Food Programme (WFP) to implement the Agriculture and Market Support programme (AMS) across 15 districts in Uganda supporting smallholder farmers (SHF), small and micro enterprises (MSEs) majority of whom are young people, women and refugees to participate in, contribute to and benefit from improved agri-food market systems.

This project is funded by the Mastercard Foundation with the ultimate objective of creating job opportunities for 90,500 youth in rural Uganda. The project aims to create decent work and business growth opportunities, to increase financial inclusion through a combination of capacity strengthening strategies in the agricultural sector in Uganda. The intervention seeks to target youth, women, and refugees who belong to farmer groups, apex farmer organizations, MSEs, as well as individuals who aspire to become entrepreneurs in micro and small agri-businesses or associated market systems.

The intervention seeks to equip the target group with knowledge, skills, and startup capital; accelerate the adoption of technology, especially digital solutions; create or increase demand and supply of inputs, outputs, services (e.g., finance), and skilled labor; and provide technical assistance and influence national and subnational institutions to improve the inclusiveness, efficiency, safety, and resilience of agri-food systems.

## 2. SCOPE OF WORK

This intervention is one of three RFAs launched under the collaboration between **UNCDF** and **WFP-AMS** which' goal is: Youth, women and refugees receive BDS and entrepreneurship support.

### **The objectives of this RFA are:**

1. Smallholder farmer (SHF) enterprises and MSEs by youth, women, refugees, have increased entrepreneurship skills and business management capacity to develop and sustain businesses.
2. Business development services (BDS) and entrepreneurship organizations have improved capacity to support youth, women, refugees, SHF enterprises and MSEs in target locations. The programme includes technical assistance to BDS providers to review, enhance and customize the BDS curriculum and its delivery mechanism to best suit the needs and peculiarities of the target participants.

UNCDF is looking for partners (such as private sector actors, NGOs, e-learning platforms), or other entities that have expertise in BDS and can deploy innovative methodologies in the development, digitization and delivery of them. These solutions will be aimed at improving the business performance of the MSEs in the project target regions. The BDS providers should be ready to improve, customize and digitize their BDS content and delivery mechanisms.

For it's second area of intervention, the project is designed to adopt a business acceleration approach in two phases: a business bootcamp phase and a sustained 6-month business acceleration phase. The bootcamp is a specialized one-week intense BDS training at the end of which the 20,000 MSEs (individuals, collectives and or enterprises) will have polished their business plans, and their levels of readiness for capital injection and digital adoption established. Post bootcamp, 10,000 businesses will be selected to receive a more targeted and sustained business acceleration programme in the form of coaching and mentorship. These may also receive financing to implement their business plans – in the form of access to seed innovation grants, while the more mature ones will be linked to financial institutions for loans.

A data driven approach should be adopted by the selected partner to measure and track the number of MSEs supported with BDS services, their improved performance, business operations and ability to create more jobs. This approach should include relevant metrics and indicators that allow for easy visibility of progress and impact, facilitating linkages to providers of financial services and effective project monitoring and evaluation.

These solutions should address specific needs and challenges for agribusiness MSEs and promote their financial health and financial inclusion. The solution should address skills gaps like:

1. Records Management
2. Marketing
3. Saving
4. Financial Literacy
5. Extension & Agro advisory
6. Input efficiency
7. Business skills
8. Technology usage

The partner will actively engage in knowledge- sharing and dissemination activities, documenting best practices, lessons learned and success stories. This will contribute to building a knowledge base that can benefit other stakeholders interested in improving and scaling business development skilling, digital and financial literacy of refugees for resilience and self-sustainability.

The outcomes for this project are:

- SHF enterprises and MSEs by youth, women and refugees have increased entrepreneurship skills and business management capacity to develop and sustain businesses.
- BDS and entrepreneurship organizations have improved capacity to support youth, women, refugees SHF enterprises and MSEs in target locations.

UNCDF will provide technical assistance to the BDS provider to review, enhance, improve customize their BDS curriculum and delivery mechanisms to best suit the needs and peculiarities of the target participants. The partner will also be supported to digitize their content and delivery methods for efficiencies and scale of reach. This RFA has two components – to be delivered together by a single implementing partner.

## 2.1 Areas of intervention

For this request for applications (RFA), UNCDF invites applications from registered entities that can offer innovative and scalable solutions addressing one or more of the following challenges through the following areas of intervention.

Areas of intervention	Challenges/ Problem Statement and Objectives for solution
<p><b>Area 1:</b> <b>Improvement, Adaptation and digitization of BDS curriculum</b></p>	<p><b>Challenge</b> Centralized BDS is less efficient and effective in providing sustained business training, there is a need to improve, adapt and digitize the BDS curriculum to suit the target demographic and the added layer of proximity.</p> <p><b>Solution</b> The adaption of the BDS curriculum, delivery methods and business models will leverage human centered development approach to tailor the service to the specific circumstances of the targeted participants with considerations for low literacy levels, rural settings, gender aspects, etc.</p> <p><b>Objective for the solution</b> The aim is to add content on aspects of basic financial and digital literacy and foundational BDS training to the BDS curriculum and package it in a scalable way for future replication and uniformity.</p>
<p><b>Area 2:</b> <b>Provision of BDS to micro and small agribusinesses which are youth, women and refugee led in the West Nile, Northern Uganda, Karamoja and Southwestern regions</b></p>	<p><b>Challenge:</b> Most of the agribusiness MSEs that are youth, women and refugee led are not equipped with the right business skills to foster growth and sustainability of their businesses.</p> <p><b>Solution:</b> Provide a BDS using business acceleration approach – with two phases: (1) an intense bootcamp providing universal business growth skills and adoption of business enhancing digital solutions; and (2) an extended business coaching phase customized to each</p>

	<p>type of business and its growth potential.</p> <p>The BDS provider is expected to utilize last mile BDS providers located in the micro and small business areas of operation to ensure continued support and monitoring of progress. Additionally, for entry points to access the target participants, the BDS delivery will utilize the existing rural institutions i.e. Village and Savings Loan Associations (VSLAs) and cooperatives for sustainability.</p> <p><b>Objective for the solution:</b></p> <p>The boot camp phase (specialized BDS training) will mainly focus on providing the businesses with foundations for running and growing a business efficiently and effectively while creating the needed business records that enable the businesses to unlock financing. As such the training will include content around business planning, understanding your market and customer (market research, targeting, positioning), marketing your products / services (value proposition, branding, go to market tactics), business management (sales, inventory, sourcing, distribution), financial management (record keeping, budgeting, basic accounting, etc.), and financial services (working with financial service providers, loan management, creating a credit history, and digital financial services).</p> <p>The second phase - 6 months of localized BDS - will focus on providing hands on coaching to select businesses to ensure they are applying the acquired skills from the bootcamp and making them work for the particular business types and their projected business growth plans. The target businesses for this phase will have developed business plans which will be based on accessing financing. The objective of this deeper and personalized BDS will therefore be to support the businesses achieve the projected business growth plan.</p>
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## 2.2 How UNCDF works with partners

UNCDF takes a tailored approach to engagement with partners, working with each throughout to identify business and customer needs, and helping to design, pilot and scale up the solution along the way. Some examples of the ways in which UNCDF works with partners include:

- **Product Research:** Sharing market research and knowledge to deepen partners' understanding of customers' behaviors, needs, constraints and aspirations. This also includes providing transaction data analysis and training to the business teams.
- **Product design:** Providing human-centered design expertise to better understand the customer journey - physical and financial – for better product design and use-case development tailored to the needs of low-income customers and their families. The efforts may also involve analyzing the transaction data from a customer lens.
- **Provisioning:** Providing technical assistance to help design, pilot, deploy, and scale up solutions for impact. Technical assistance is provided by digital finance experts who are experienced in product design, business model development and go-to-

market strategies in some of the most challenging markets in Africa and Asia.

- **Partnerships:** Facilitating strategic partnerships with stakeholders – including cross-border payment hubs, mobile network operators, financial institutions, and non-bank financial institutions – to enable partners to reach last-mile customers, and to grow sustainably. UNCDF is uniquely positioned to be a neutral broker of partnerships and has a record of building strong relationships with private and public organizations across Africa, Asia, and the Pacific.
- **Policy and Advocacy:** Convening efforts to support an enabling environment and build policy and advocacy capacity for human-centered products and services to be piloted and potentially scaled.

In the RFA, applicants may identify and suggest areas where the technical support from UNCDF and its network of expertise is sought.

### 2.3 Expected results

All applications must include targets on the indicators in the table below. The targets must be disaggregated for the selected target groups. Applicants who are not able to report on one or multiple indicators or provide disaggregated data should include a note with the reason.

The targets will be considered in the evaluation of the applications. During the negotiation process of the performance-based agreement, selected applicants and UNCDF shall develop a monitoring framework. This may include additional indicators and targets, tailored to the scope of the proposed solution, activities and expected results.

No.	Indicator	Disaggregation	Target
1.	A customised and digitised BDS curriculum tailored to meet the needs and peculiarities of the target participants		1
2.	Number of participants who have received BDS and entrepreneurship support (boot camp phase - specialized BDS training)	Refugees, Youth, Women	20,000
3	Number of beneficiaries who have received BDS and entrepreneurship support (second phase - 6 months of personalized BDS)	Refugees, Youth, Women	10,000
4.	Number of beneficiaries with improved entrepreneurship skills and business management with bankable business plans	Refugees, Youth, Women	15,000
7.	Number of last mile BDS and entrepreneurship organizations trained and capacitated to improve their BDS support to MSEs		8

Please note that during the negotiations process of the Performance based-Agreement, applicants shall be required to integrate the monitoring framework with additional KPIs.



### 3. ELIGIBILITY FOR APPLICATION AND EVALUATION CRITERIA

Only applications that meet the eligibility requirements and minimum criteria for the submission will be scored.

#### 3.1 Eligibility requirements

##### **Entity registration (mandatory)**

- The applicant/lead applicant must be a registered entity duly incorporated and registered according to the rules of Uganda (it can be for-profit, non-for profit, NGO, or any other type of legal entity).
- The lead applicant must be registered entities with at least five years of operations.
- Applicant (s) should have the ability to operate in the targeted regions of Northern, Southwestern, West Nile and Karamoja.
- Applicant (s) should have audited financial statements for at least the last 3 years.

##### **Consortiums (When applicable)**

- Applicants can apply only once under this RFA, whether independently or in a consortium.
- Joint applications between market players are acceptable if the solution proposed will expand delivery networks and promote rural and/or other last-mile access to inclusive finance solutions for the targeted beneficiaries.
- Applications from consortiums of organizations must show that the partnership was established prior to this call for applications.
- The lead applicant and their partner must be registered entities with at least five years of operations and have statutory accounts and audited financial statements for at least 3 operating years.

##### **Relevant operation licenses (when applicable)**

- The applicant must be certified to provide business development and financial literacy skilling/ digital skills expertise.
- **Country of operation** be duly registered to operate in Uganda and having at least 2 years of operations in at least two of the Northern, Southwestern, Karamoja and West Nile regions of Uganda.

##### **Solutions to be supported**

- Applicants must have an existing BDS curriculum that can be customized to suit the target population's needs.
- The applicant /lead applicant shall be ready to disseminate the curriculum in the targeted locations.

##### **Project funding**

- Applicants must contribute at least 15 per cent of the project cash costs.

### Exclusionary criteria:

- Applicants shall not have been the subject of bankruptcy, liquidation, judicial settlement, safeguarding, cessation of activity or any other similar situation resulting from a similar procedure.
- Applicants and any of their staff or member of their board of directors shall not 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:  
<https://intranet.undp.org/unit/oolts/oso/psu/SitePages/Vendor%20Sanctions.aspx>
- Applicants must not be involved in any of the following activities
  - Manufacture, sale or distribution of controversial weapons or their components, including cluster bombs, anti-personnel mines, biological or chemical weapons or nuclear weapons
  - Manufacture, sale or distribution of armaments and/or weapons or their components, including military supplies and equipment
  - Replica weapons marketed to children
  - Manufacture, sale or distribution of tobacco or tobacco products
  - Involvement in the manufacture, sale and distribution of pornography
  - Manufacture, sale or distribution of substances subject to international bans or phase-outs, and wildlife or products regulated under the CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora) is an international agreement between governments. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival. <http://www.cites.org>
  - Gambling including casinos, betting etc. (excluding lotteries with charitable objectives)
  - Violation of human rights or complicity in human rights violations
  - Use or toleration of forced or compulsory labor
  - Use or toleration of child labor

Applicants shall have fulfilled all the obligations relating to the payment of social security contributions or obligations relating to the payment of taxes in accordance with legal provisions in force in the country of incorporation

UNCDF will conduct due diligence on selected applicants. Applicants must have documents ready for confirmation that they meet the eligibility criteria including certificate of compliance with the tax authorities **and any other documentary evidence that might be requested by UNCDF besides the application form.**

### 3.2 Evaluation criteria

The Evaluation Committee will score the applications according to the evaluation criteria below.

Only applications that score at least 70 out of 100 will be considered successful and move to the due-diligence stage.

	<b><u>Criteria</u></b>	<b><u>Max Score</u></b>
1	<b><u>Organization profile and experience</u></b> Score the applicant's profile, track record, reputation, experience in similar projects (Provision of BDs to MSEs) in the country/region, also if the applicant has successfully implemented other projects with UNCDF.	20
2	<b><u>Team</u></b> Score if the applicant's proposed team structure and experience is suited for the purpose of the RFA (provision of BDS to MSEs, hands on business coaching, gender -responsive integration, skills for management, technical knowledge, on the field footprint, monitoring, and result measurement capacities)	20
3	<b><u>Methodology</u></b> Score the applicant's proposed methodology and approach: If it is suited for the purpose of the RFA, If the workplan is realistic, that the project strategy covers risk management, quality control, reporting and other project management good practices.	20
4	<b><u>Additionality</u></b> Score if UNCDF funding to the applicant will create faster, larger, or better development impacts in terms of development of sustainable businesses, creation of jobs for youth, women and refugees	15
5	<b><u>Sustainability and business plan</u></b> Score if the applicant's proposal has a sustainable financial, digital and business training plan that could support linkages for trained beneficiaries to access finance	15
6	<b><u>Result Measurement</u></b> Score if the applicant has provided coherent measurement plan and data management plans.	10
	<b>Total</b>	<b>100</b>

### 3.3 Eligible costs

The criteria for eligible expenditure determine whether a cost qualifies for funding under UNCDF rules and procedures.

The general criteria for eligibility of costs under UNCDF funding include the following.

- Eligible costs must be incurred by the applicant during the project (after the signature of the Performance-based Agreement and up to the end of the Grant period).
- Eligible costs should be indicated in the estimated overall budget of the action attached to the Performance-based Agreement.
- Costs must be identifiable and verifiable, in particular being recorded in the accounting records of the applicant and determined according to the applicable accounting standards of the country where the lead applicant is established.
- Costs must comply with the requirements of applicable tax and social legislation.
- Costs must be reasonable, justified and comply with the principle of sound financial management, in particular regarding economy and efficiency.
- Consultancy costs – under studies, technical assistance and other advisory services under the programme carried out by international and national consultants – are eligible as follows. Professional and consultancy services are services rendered by people with a special skill, and who are not officers or employees of the organization applying for the grant. Consulting services must be justified, with information provided on their expertise, primary organizational affiliation, normal daily fee, and number of days of expected
- service. Consultants' travel costs, including for subsistence, are to be shown as travel expenditure. The applicant may be required to justify the daily fee.
- Workshop costs are eligible for the workshop venue, food and beverages, and publication material.
- Training expenditure (financial education, digital education, soft skills) for the project's final beneficiaries is eligible. If applicable, this will include all related expenditure, such as the cost of the venue, participant travel, and so on. Training for the employees of the institution applying for the grant is also eligible as long as it has been demonstrated that it will link directly to the project output.
- Investment costs directly attributable to the project, relating to research and innovation, are allowable.

### 3.4 Ineligible costs

The following costs are ineligible and not accepted:

- Returns on capital and dividends paid by a beneficiary;
- Debt and debt service charges;
- Provisions for losses or debts;
- Interest owed;
- Costs declared by the applicant in the framework of another action receiving a grant financed from another donor;
- Indirect costs, also called overheads.

## AGREEMENT PARAMETERS

Applicants shall give evidence that their solutions are aligned to the following parameters:

### 4.1 Applicants

Eligible candidates can apply alone or as lead applicant in a consortium of firms, as long as they comply with the eligibility requirements set forth in section 3.1 in case of a consortium of entities applying to the RFA, the lead applicant shall comply with the eligibility requirements. The lead applicant will be responsible of:

- Submitting the application form on behalf of the consortium.
- Ensuring that each partner is fully aware of the composition of the partnership and of the contents of the Application Form.
- Signing the Performance-based Agreement with UNCDF.
- Fulfilling all obligations set out in the Performance-based Agreement.
- Ensuring the allocation and the fulfilment of the funds amongst the partner in the consortium in compliance with the Performance-based Agreement.
- Ensuring the allocation and the fulfilment of the tasks amongst the partner in the consortium in compliance with the Performance-based Agreement.

### 4.2 Target segment

The project will target Smallholder Farmer Enterprises and MSEs by youth, women and refugees in Northern, Southwestern, Karamoja and West Nile regions of Uganda.

### 4.3 Geographical scope

The solutions proposed shall focus on Northern, Southwestern, Karamoja and West Nile regions of Uganda.

### 4.4 Project duration

The overall duration of UNCDF support for the successful applicant will be up to end of September 2026.

### 4.5 Language

The deliverables and any correspondence between the applicant organization and UNCDF must be in English.

### 4.6 Budget

UNCDF will provide a grant to the selected applicant in accordance with the Evaluation Criteria as set forth in section 3.2.

UNCDF contributions may range from 1,080,000,000 UGX (Uganda Shillings, approx. US\$300,000) to 1,360,000,000 UGX (Uganda Shillings approx. US\$380,000).

Applications will need to describe how applicants will deploy the Grant and if any technical assistance or mentorship services are being sought. Additional technical assistance services will be provided by UNCDF through a separate budget line.

## APPLICATION REQUIREMENTS AND PROCESS

### 5.1 Structure of the application

The applicant must submit a complete application form online. Please be sure to have prepared the following documents:

- Certificate of incorporation
- Last 3 audited financial statements
- Latest management accounts
- Official document confirming that the candidate is in order related to tax and social security payments
- Technical submission form (using UNCDF's template)
- Budget and workplan (using UNCDF's template)
- CV form (using UNCDF's template)

All submissions must be completed in English. Only complete applications that follow the Submission Formats and include all the necessary documentation will be considered.

### 5.2 Application deadline

Applications for this Request for Application (RFA) should be submitted online through UNCDF Apply platform no later than **March 3, 2024, 23h59 EDT time**. An extension of the deadline, if any, will be communicated on the UNCDF Application platform.

Please submit your application here:

<https://apply.uncdf.org/prog/240215 - ug - provision of business development services to micro and small agribusinesses in the regions of northern uganda southwestern karamoja and west Nile>

Selection process:

1. Eligibility screening – eligibility will be assessed according to the eligibility requirements as set forth in section 3.1.
2. Evaluation of eligible applications based on the evaluation criteria set out in section 3.2.
3. Pre-Grant negotiation and Performance-based Agreement – the preselected applicants will finalize the scope of the grant and finalize budgets, indicators and targets, workplan and disbursements of the Grant that will be released on achievement of each milestone.
4. Technical clearance of the selected applications that will be reviewed, discussed and cleared by the IDE Technical Committee.
5. Due diligence: A due diligence of the cleared proposals / applicants will be conducted. Additional documentation and evidence may be requested by UNCDF to the applicants.
6. Notification of applications – all applicants will be notified of the status of their applications.
7. Final approval of the grant by UNCDF global Impact and Investment Committee (IDIC)

### 5.3 Timeline

15 February 2024	Application windows open
29 February 2024	Deadline for questions
1 March 2024	FAQ documents published
March 3, 2024, 23h59 EDT time.	Deadline for submission

### 5.4 Real-time assistance from UNCDF

Inquiries to this request for applications may be submitted by email to [uncdf.rfa@uncdf.org](mailto:uncdf.rfa@uncdf.org) cc [mildred.wengozi.b@uncdf.org](mailto:mildred.wengozi.b@uncdf.org). Please put the subject email “Provision of Business Development Services to Micro and Small Agribusinesses in the regions of Northern Uganda, Southwestern, Karamoja and West Nile.”