

## **INTERNATIONAL TRADE CENTRE (ITC)**

### **Upcoming Business Opportunity Notice**

### **CALL FOR EXPRESSION OF INTEREST (EOI)**

**Important:** The purpose of this call for Expression of Interest (EOI) is to identify suitable Implementing Partners (IPs) who can potentially fulfil the requirements herein contained. The present call for EOI does not constitute an invitation to tender. Only suppliers/entities deemed qualified by ITC will be contacted for further cooperation.

**Reference: -2022-Uganda YSA Project, Uganda**

**Date of this Call for Expression of Interest (EOI): 01.03.2022**

**Closing Date for Receipt of EOI at ITC/PS: 15.03.2022**

#### **Terms of Reference (summary):**

The International Trade Centre (ITC) is looking to implement the Youth Startup Academy Uganda project.

The intervention is financed by the Korea SMEs and Startups Agency (KOSME), and aims to incubate 1,000 young entrepreneurs by 2024.

To fulfil this goal, the project will adapt and implement the Korean Youth Startup Academy programme, the most successful Korean startup incubation and acceleration programme. The project will partner with an existing incubation hub in Kampala, and set-up YSA in the hub by upgrading infrastructure and technical portfolio to support entrepreneurs.

Throughout its duration, the project will run 4 intakes of entrepreneurs, and will provide training, mentoring and consulting services. For the implementation, the project will partner with the Government of Uganda (i.e. Ministry of ICT, Ministry of Trade, and the National Information Technology Authority of Uganda), the Korean Government (Ministry of SME and Startups, KOSME) and various agents in the Korean startup ecosystem.

The overall project objective of the project is to: Contribute to increase youth employment in Uganda.

The project is organized under one outcome: Increased business creation for young entrepreneurs. The outcome will be achieved through the implementation of the following 4 outputs.

Output 1: Effective adaptation and set-up of the Youth Startup Academy (YSA) programme.

Output 2: Provision of entrepreneurship capacity building and business registration support for young entrepreneurs

Output 3: Access to networks and international market skills provided to promising participating start-ups

Output 4: Support the implementation and visibility of national youth/entrepreneurship strategies and policies

For the purpose of achieving the objective of the project, ITC is looking for an Implementing Partner (IP) able and willing to jointly implement the activities on the ground, adopt and implement the YSA model and methodologies (and continue the implementation after the end of the project), reach out to local partners and entrepreneurs, and facilitate the implementation of activities on the ground.

#### **Requirements**

Interested Implementing Partners should satisfy the following requirements for the specific action:

A. Institutional set-up and mandate:

1. Entity (international, national, public or private) active in *entrepreneurship capacity building*
2. Based and registered in Uganda since at least 5 years.

B. Programme Management capacities:

1. Proven track record and credentials in managing large projects for international cooperation agencies, like the United Nations, the World Bank and/or similar organizations – please provide number of active projects, size and end date, track record of projects
2. Management and training personnel available for implementation of the project until December 2024
3. Accountability: proven record of legal and financial due diligence and reporting capacities;

C. Capacity building and infrastructure

1. Track record of entrepreneurship incubation program - Duration, Curriculum, After graduation program, Years of activity, No. of participants, No. of graduates, Sales or investment attraction of graduates
2. Pool of inhouse and external training and coaching experts – entrepreneurship trainers, layers, accounts, marketers, investors etc.
3. Organization of in-house events - forum, seminar, lecture, IR, demo-day, hackathon, etc
4. Availability of equipment for entrepreneurship project – co-working space, digital equipment (i.e. video recording room, data server, high-speed internet connect etc), maker space (i.e. casting and moulding machine, 3D printer and accessories etc).

D. Network and outreach

1. Outreach throughout Uganda or access to a network of private and public sector and civil society organizations, that can assist with identifying entrepreneurs, physically hosting entrepreneurs during incubation phase and implement training activities
2. Good networks with government institutions, banks, etc. that could potentially secure access to resources and support incubated start-ups

E. Relevant operational and technical capacities:

1. Operational capability to coordinate project activities on the ground in Uganda in all four main regions of the country, manage a sizeable technical scope of incubation 1,000 entrepreneurs of the YSA project, as well as logistical and administrative capabilities; (i.e. branch offices or partnerships with regional entities)
2. Experience in connecting entrepreneurs with potential investors (of any type) or with various financing sources
3. Ability to conduct effective communications and marketing campaigns in all regions of Uganda – evidence of previous campaigns done in the past
4. Capability to include gender and sustainability dimension into the delivered results.

F. Short programme proposal

1. Please provide a short project proposal based on Annex 2 of this document

**Exclusionary Criteria:**

**Interested Implementing Partners must certify the Annex I on UN Exclusionary Criteria and Commitment to SGDs.**

**Required documents for Expression of Interest (Eoi) submission:**

- Evidence/description of compliance with requirements from A to F (provide supporting documents and/or descriptions and answers - avoid yes/no only answers and support with detailed description)
- Three (3) last audited financial statements
- Official document of registration in Uganda

ITC invites interested Implementing Partners (companies/organizations) to forward their EOI by email before the closing date to:

Mr. Valeriu Stoian and Mr. Soowoong Jin  
International Trade Centre  
Palais des Nations  
1211 Geneva 10  
Switzerland  
[stoian@intracen.org](mailto:stoian@intracen.org); [sjin@intracen.org](mailto:sjin@intracen.org)  
Website: [www.intracen.org](http://www.intracen.org)

ITC reserves the right to change or cancel this requirement at any time during the EOI and/or solicitation process.

Please note that only those Implementing Partners considered qualified by ITC for this project will be invited to provide further information for consideration.

For any further information on ITC, please consult our website: [www.intracen.org](http://www.intracen.org)

# Annex I – UN Exclusionary Criteria and Commitment to SGDs Certification

## 1. UN EXCLUSIONARY CRITERIA

a. Is the entity listed in the [UN List of Suspended and Removed Vendors](#)?

- Yes  No

b. Is the entity on the [Anti-Terrorism Measures List](#), established by UN Security Council Committee pursuant to Resolution 1267?

- Yes  No

c. Is the entity involved in ongoing lawsuits or legal actions or past convictions for unlawful activities?

- Yes  No (if yes, please provide background information)

d. Is the entity involved in activities in a country where United Nations sanctions are in force?

- Yes  No (if yes, please provide background information)

e. Has the entity respected its obligations under previous partnership or cooperation agreements with the ITC or other organizations?

- Yes  No (if no, please provide background information)

f. Does the entity have a potential or real conflict of interest exist with ITC?

- Yes  No (if yes, has the conflict of interest been appropriately disclosed?)

g. Has the entity been involved in excluded sectors of activity? (complete below)

Manufacture, sale or distribution of controversial weapons or their components, including cluster bombs, anti-personnel mines, biological or chemical weapons or nuclear weapons.<sup>1</sup>

No

Yes

Manufacture, sale or distribution of armaments and/or weapons or their components, including military supplies and equipment.

No

Yes

Replica weapons marketed to children.

No

Yes

Manufacture, sale or distribution of tobacco or tobacco products.

No

Yes

Violations of UN sanctions and the relevant conventions, treaties, and resolutions, and inclusion in UN ineligibility lists or UN vendor sanctions list.

No

Yes

Involvement in the manufacture, sale and distribution of pornography.

No

Yes

Manufacture, sale or distribution of substances subject to international bans or phase-outs<sup>2</sup>, and wildlife or products regulated under the CITES<sup>3</sup>.

No

Yes

Gambling including casinos, betting etc. (excluding lotteries with charitable objectives).

No

Yes

Violation of human rights (including toleration of and/or complicity in abuses - including forced and child labour).

No

Yes

<sup>1</sup> [The Convention on Certain Conventional Weapons](#), [ICRC](#), [Ethical Investment Research Services](#) and [Ethix Sri Advisors Guidance to institutional investors](#) also covers **non-detectable fragments, blinding laser weapons, incendiary weapons, booby traps and depleted uranium ammunition**.

<sup>2</sup> Initiatives and activities with private sector entities falling under the auspices of the Montreal Protocol; and the Stockholm and Minamata Conventions on Ozone depleting substances, POPs and Mercury respectively, will not be covered under this policy but under their specific guidelines.

<sup>3</sup> 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>

## 2. ENTITY'S COMMITMENT TO ESG ISSUES

Human rights		
Does the entity have a policy and a monitoring system that seeks to prevent or mitigate adverse human rights impacts, especially on the local communities, that are <b>directly linked to its operations</b> ? <sup>4</sup>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the policy and a monitoring system cover <b>occupational health and safety issues</b> , ensuring that workers are afforded safe, suitable and sanitary working conditions? <sup>5</sup>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the policy and monitoring system cover land or property issues, i.e. does the entity ensure that all affected owners and users of the land or property used by the entity have been <b>adequately consulted and compensated</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the policy and monitoring system cover the rights of <b>indigenous peoples</b> , and in particular the principles of self-determination and self-governance, the right to lands and natural resources, including issues of resettlement, and the right to free, prior and informed consent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the policy and monitoring system cover the entity's <b>security arrangements</b> , i.e. whether or not they comply with international human rights principles for law enforcement and the use of force (e.g. have security personnel received adequate human rights training)? <sup>6</sup>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the entity have an appropriate <b>dispute resolution mechanism</b> that is in line with the human rights norms and principles?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the entity have a policy and a monitoring system that seeks to prevent or mitigate adverse human rights impacts that are directly linked to products and services by its <b>business relationships</b> (business partners, entities in its value chain, other non-State or State entities)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Labour		
Does the entity have a policy and a monitoring system to ensure fair labour practices <sup>7</sup> <b>at its operations</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the policy and monitoring system adequately ensure <b>equal opportunity to all</b> employees and applicants regardless of ethnic origin, colour, age, gender, sexual orientation, religion, marital status?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the entity have a policy and a monitoring system that seeks to promote fair labour practices in its interactions with <b>suppliers and business partners</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the policy and monitoring system ensure <b>freedom of association and the right to collective bargaining</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the policy and monitoring system ensure the elimination of <b>forced or compulsory labour</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the policy and monitoring system ensure the elimination of <b>child labour</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

<sup>4</sup> An example of a [framework specifically designed for human rights](#)

<sup>5</sup> Useful resources can be found at [ILO website](#)

<sup>6</sup> Useful resources can be found at [Global Compact website](#)

<sup>7</sup> International Labor Standards provide a framework for fair labor practices. The fundamental conventions include: Freedom of Association and Protection of the Right to Organise Convention, 1948; Right to Organise and Collective Bargaining Convention, 1949; Forced Labour Convention, 1930; Minimum Age Convention, 1973 (No. 138); Worst Forms of Child Labour Convention, 1999; Equal Remuneration Convention, 1951; and Discrimination (Employment and Occupation) Convention, 1958. ([ILO](#))

Environment:		
Does the entity have a policy and a monitoring system to minimize environmental damage <b>at its operations</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the entity have a policy and a monitoring system which it applies to working with suppliers to improve environmental performance, extending responsibility down the <b>supply chain</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the entity has a policy and a monitoring system to reduce <b>emissions</b> (emissions to air, waste and effluents)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the entity has a policy and a monitoring system to ensure that <b>natural resources</b> are used in a sustainable manner?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the entity takes action to reduce <b>energy consumption</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the entity prevents, minimizes and remedies significant impacts on <b>biodiversity</b> ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the entity have <b>emergency procedures</b> in place to prevent and address industrial accidents affecting the environment and human health effectively?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Internal Policies		
Are there major products or services of the entity that may be detrimental to the Environment?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the entity contribute to environment causes?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Does the entity show an interest in the environment of its local communities?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Good governance:		
Does the private actor entity have a policy and a monitoring system stating that it will not engage in corruption at any time or in any form in its interaction with suppliers, intermediaries, governments and business partners?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Ethical Information		
1. Mission statement (attach if available):		
2. Human Rights Assessment (attach copies of any relevant company policies, news articles or other documents)		

2a. Do entity policies indicate fair treatment of employees (including minorities, women and an absence of child labour, see Convention concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour (Convention 182) and Convention concerning Minimum Age for Admission to Employment (Convention 138) at <http://www.ilo.org/ilolex/english/convdisp1.htm>)?  
 Yes                       No

2b. Is the entity involved in activities which do not comply with United Nations ideals and principles (e.g., proved non-respect of human rights, production or distribution of weapons, illegal production of drugs and narcotics and other health damaging products)?  
 Yes                       No

2c. Do entity policies agree with Global Compact and prevention of sexual abuse?  
 Yes                       No

**Social Responsibility**

a. Does the entity have a historic of corporate philanthropy or corporate giving?  
 Yes                       No  
 Include name of corporate foundation, website, background information, if relevant:

b. Does the entity give to trade-related issues or causes?  
 Yes                       No (if yes, please provide relevant information)

c. Does the entity produce an Annual Report on Social Responsibility?  
 Yes                       No (if yes, attach if available)

d. Does the entity's marketing and advertising practices abide by standards of ethical conduct, e.g. as laid down in [ICC International Code on Advertising Practices](#)?  
 Yes                       No

e. If applicable, does the entity adhere to the [Principles for Responsible Investment](#)?  
 Yes                       No

f. Is there evidence of either past or current involvement of the entity in any controversial activity that could adversely reflect on ITC?  
 Yes                       No (if yes, please indicate which activities and provide supporting evidence)

Name of the Entity: \_\_\_\_\_

Name and title of signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Annex 2. YSA Uganda incubation program proposal

### - **Objective**

The incubation program of the YSA project will be jointly implemented by ITC and selected hubs. There are four comprehensive incubation programs lasting six months each over the duration of the three-year project. Hubs are expected to present their proposed incubation programs according to their strategy and schedule. Components that require external support should be included in the plan so that ITC can provide appropriate support.

### - **Target Beneficiary**

1<sup>st</sup> Stage (Boot-camp) : 250 entrepreneurs

2<sup>nd</sup> Stage (Pre-incubation) : 50 entrepreneurs

3<sup>rd</sup> Stage (Incubation) : 25 entrepreneurs

- **Schedule:** Start from July 2022, complete by December 2022

- **Length of proposal:** maximum 5 pages

### 1. 1<sup>st</sup> Stage program

Please describe how to design 1<sup>st</sup> stage program in detail. The hub is free to present anything in the plan but is expected to contain following components.

Goal and objective of the stage

Participants Advertisement and Recruitment plan

Grouping of 250 entrepreneurs

Specific Schedule and Curriculum (present in the table)

Incubation material and persons in charge (lecturer, manager, facilitator, etc)

Selection method of 2<sup>nd</sup> stage qualifiers

Required resource from ITC or external provider

### 2. 2<sup>nd</sup> Stage program

Please describe how to design 2<sup>nd</sup> stage program in detail. The hub is free to present anything in the plan but is expected to contain following components.

Goal and objective of the stage

Grouping of 50 entrepreneurs

Specific Schedule and Curriculum (present in the table)

Incubation material and persons in charge (lecturer, manager, mentor, facilitator, etc)

Selection method of 3<sup>rd</sup> stage qualifiers

Required resource from ITC or external provider

### 3. 3<sup>rd</sup> Stage program

Please describe how to design 3<sup>rd</sup> stage program in detail. The hub is free to present anything in the plan but is expected to contain following components.

Goal and objective of the stage

Specific Schedule and Curriculum (present in the table)

Incubation material and persons in charge (lecturer, manager, mentor, facilitator, etc)

Post-graduation plan (after completion of 6 month of incubation program)

Required resource from ITC or external provider