



## **UCUSAF**

### **SCHOOL ICT LABORATORIES SELECTION CRITERIA**

#### **1.0 Introduction**

Uganda Communications Commission (UCC), in collaboration with the Uganda Communications Universal Service and Access Fund (UCUSAF), has been a steadfast supporter of educational institutions (EIs), including government secondary schools, Primary Teachers Colleges (PTCs), and Teacher Training Colleges (TTCs), by providing them with state-of-the-art ICT computer laboratories. Over the years, we have successfully supplied and installed more than one thousand (1,000) computer labs.

These school ICT labs have been strategically distributed across all regions and districts of Uganda. Notably, in rural areas where access to the electricity grid is limited, we have taken innovative steps to ensure the sustainability of these labs by equipping them with solar power solutions.

#### **2.0 Criteria for Selecting Beneficiary Schools:**

In the past, prior to the fiscal year 2021/2022, beneficiary schools were selected from a pool of government secondary schools provided by the Ministry of Education and Sports. This selection was based on the available budget. However, starting from the financial year 2022/23, in pursuit of a more transparent selection process, it was collectively agreed to advertise a call for applications in various media and online platforms. Schools meeting the specified requirements were invited to apply, with the Ministry of Education playing a pivotal role in promoting this call. You can find a copy of the application form in Annex 1.

UCUSAF is dedicated to ensuring equitable regional distribution of ICT laboratories, making it a priority to reach schools that have not previously benefited from our program, especially those that have never received such support. Once the schools are selected, UCUSAF dispatches teams to assess various factors on-site. This includes evaluating the availability of physical space and suitable furniture to accommodate the ICT lab, as UCC primarily supplies and installs ICT equipment, not the buildings or furniture.

Our field teams also assess the security arrangements in place. At a minimum, a school must have a burglar-proofed room and security guards to safeguard the provided equipment. If these security measures are lacking, the school is required to provide assurances that they will be implemented. Moreover, UCC conducts assessments to determine the availability of grid electricity, which influences whether a school will receive a solar-powered ICT lab or one connected to the grid. You can refer to Annex 2 for the readiness assessment form.

We are committed to enhancing the educational landscape in Uganda through these ICT initiatives, making technology and quality education accessible to all.

## ANNEX 1: CALL FOR APPLICATIONS FOR COMPUTER LABORATORIES

### Application Form

#### For a Secondary School-Based Computer Laboratory

Submit this Form to [registry@ucc.co.ug](mailto:registry@ucc.co.ug) or directly fill up google form on link

[https://docs.google.com/forms/d/1bTLsaaXHQh5 - pReSfXFXhpNnMNC4ioRfT\\_H\\_sEBPo/edit?ts=62de7c57](https://docs.google.com/forms/d/1bTLsaaXHQh5 - pReSfXFXhpNnMNC4ioRfT_H_sEBPo/edit?ts=62de7c57) before: **4pm Wednesday 31st August 2022**


#### Section 1: CONTACT INFORMATION

1.1 Name of School: \_\_\_\_\_

1.2 Details

Address:	District	Subcounty	Parish
<i>Focal persons contact &amp; Position:</i>	Main phone number	Mobile number(s)	Email address
<i>Alternate persons contact &amp; Position</i>	Main phone number	Mobile number(s)	Email address

#### Section 2: SCHOOL INFORMATION

(Please tick  appropriate box where applicable)

2.1 Year levels covered by the school: Class \_\_\_\_ to \_\_\_\_ . Additional (if any) \_\_\_\_\_

2.2 Type of school

2.2 a.  Government School

Private School:

2.2 b.  Boarding only

Day School

Both

2.3 Vital Statistics

Total number of students	Total number of staff	Total number of ICT Teachers
--------------------------	-----------------------	------------------------------

Male:	Male:	Male:
Female:	Female:	Female:
<i>Persons with Disabilities (PWDs):</i>	<i>Persons with Disabilities (PWDs):</i>	<i>Persons with Disabilities (PWDs):</i>
Existing No. of Computers		

2.4 Does the school have a school ICT Club?  Yes  No

2.4 a. If yes, how many members are in the club?

**Section 3: COMMUNITY SUPPORT AND ACCESS** (Please tick  appropriate box where applicable)

3.1 Are you willing to open the school-based computer lab to the community during school holidays?  Yes  No

3.2 How will you ensure teachers and students are actually creating value from the computer laboratory

3.3 Will the computer laboratory be fully secured with full burglar proofing and school maned security?  Yes  No

3.4 Will all the students in the school utilize the Computer Laboratory?  Yes  No

If No, please explain.....

**Section 4: ACCESS TO COMMUNICATIONS** (Please tick  appropriate box where applicable)

4.1 Does your school have access to the Internet now?  Yes  No

4.1 a. If yes, how many days per month does this access work? \_\_\_\_\_ days per month

4.1 b. If yes, are students allowed access to the Internet?  Yes  No

4.2 Does the school have good mobile coverage with a good voice signal inside the building?  
 Yes  No

**Section 5: SPACE AND LAB** (Please tick  appropriate box where applicable)

5.1 Is there a room in the school to set up the computer lab?  Yes  No

5.1 a. If yes, is it secure and safe from theft, insects, lizards, and other pests?  Yes  No

5.1 b. What are the room's dimensions? Length.....(m), Length.....(m), Width.....

**Section 6: POWER** (Please tick  appropriate box where applicable)

6.1 How does your school currently get electrical power?  UMEME  Generator  Solar  Other (describe) \_\_\_\_\_

**Section 7: HUMAN RESOURCE CAPACITY** (Please tick  appropriate box where applicable)

7.1 How many staff are currently working at the school? Teachers \_\_\_\_\_ Admin staff \_\_\_\_\_

7.2 The initiative will need on-going support from persons who can repair and maintain the equipment after the warranty period. How will you provide this support over the next several years?

7.3 Do you currently have an ICT (Information and Communications Technology) teacher or technician in the school?  Yes  No

7.4 Is the technician or teacher dedicated full time to computer classes and supervising lab operations?  Yes  No

7.5 How will you provide ICT support when primary ICT staff is unavailable such as during weekends or holidays?

**Section 8: MONITORING AND EVALUATION (M&E)** (Please tick  appropriate box where applicable)

It is important to the UCUSAF program that the effort be monitored and evaluated. Your school will be required to submit a quarterly report showing at least the following items: (a detailed M&E form will be provided later to successful schools)

- Hours open to the public
- Usage of the UCC Laboratory by the students, staff, public
- Schools performance in Sciences
- Lessons learned
- Etc.

8.1 Do you have a staff member who will be able to fill out such a report in a timely manner?  Yes  No

**Section 9: OTHER INFORMATION**

9.1 If you wish, you can provide additional information to help us understand your proposal and attach it to this application. (Ensure to list the attachments (if any) in the space provided below).

**Section 10: GETTING HELP IN FILLING OUT THIS APPLICATION FORM**

10.1 You are welcome to get assistance in filling out this form from the following UCC staff:

Name	Email	Contact
Timothy Kibuuka	tkibuuka@ucc.co.ug	+256787525986
Esther Wannyan	ewannyan@ucc.co.ug	+256704812168
George Katongole	gkatongole@ucc.co.ug	+256774752388
James Mpango	jmpango@ucc.co.ug	+256782031066

**ANNEX 1: Checklist** *(Please tick  box where Application is Checked and Complet*

Section	Completed?
Section 1: CONTACT INFORMATION	Yes <input type="checkbox"/>
Section 2: SCHOOL INFORMATION	Yes <input type="checkbox"/>
Section 3: COMMUNITY SUPPORT AND ACCESS	Yes <input type="checkbox"/>
Section 4: ACCESS TO COMMUNICATIONS	Yes <input type="checkbox"/>
Section 5: SPACE AND LABORATORY	Yes <input type="checkbox"/>
Section 6: SPACE AND LAB	Yes <input type="checkbox"/>
Section 7: POWER	Yes <input type="checkbox"/>
Section 8: HUMAN RESOURCE CAPACITY	Yes <input type="checkbox"/>
Section 9: MONITORING AND EVALUATION (M&E)	Yes <input type="checkbox"/>
Section 13: OTHER INFORMATION	Yes <input type="checkbox"/>
ANNEX 1: Checklist	Yes <input type="checkbox"/>
ANNEX 2: Sketch of the School Location	Yes <input type="checkbox"/>
ANNEX 3: Sustainability Plan	Yes <input type="checkbox"/>

**PART 2 : READINESS ASSESSMENT FORM**



**UGANDA  
COMMUNICATIONS  
COMMISSION**

**1. General Information**

Name of Facility: ..... .....
<b>Location</b> District: .....  County.....Sub county: .....  Constituency: .....  Coordinates: .....
Name of personnel on ground & tel. No: .....
Postal Address: ..... ..... Email address: .....
Date: .....

**2. Source of Power**

Source of Power for the facility: ..... .....
Alternative power sources available: .....

**3. Usage & Space**

School Population: .....
Availability of IT teachers/instructors .....
Is ICT embedded in the school structure: .....
.....
Adequacy of space for installation of computers.....
Availability of furniture for setup of computers?.....
Is the room accessible by People with disabilities?.....

**4. ICT Equipment Available**

**5. Security Observations: Burglar proofing, Guards, Fence etc.**