



## **MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT**

### **GENERATING GROWTH OPPORTUNITIES AND PRODUCTIVITY FOR WOMEN ENTERPRISES (GROW) PROJECT**

**PROJECT ID NO: P176747**

**GRANT NO.: 0920-UG**

### **REQUEST FOR APPLICATIONS FOR GENDER-INCLUSIVE WORKPLACE INFRASTRUCTURE GRANT**

**PUBLICATION DATE: 11<sup>TH</sup> FEBRUARY 2025**

**SUBMISSION DEADLINE: 18<sup>TH</sup> MARCH 2025**

## **INTRODUCTION AND ELIGIBILITY REQUIREMENTS**

### **Background**

The Government of the Republic of Uganda has received financing from the World Bank towards the cost of implementing the Generating Growth Opportunities and Productivity for Women Enterprises (GROW) Project. The primary objective of the GROW Project is to enhance economic opportunities and productivity for women enterprises in Uganda. As part of this initiative, infrastructure grants are being offered to support the development and improvement of gender-inclusive workplace infrastructure that will facilitate the growth and sustainability of women-led enterprises.

### **Objective of the Request for Applications (RFA)**

The purpose of this Request for Applications is to invite eligible applicants to apply for infrastructure grants under the GROW Project. The grants are aimed at funding infrastructure projects that will improve the operational capacity and market access of women-led enterprises. Therefore, at least 85% of the funds must be allocated to improving the Common User Facilities (CUFs) and infrastructure.

### **Scope of infrastructure grants in terms of support**

The infrastructure grant supports Micro and Small Enterprises in constructing, refurbishing, expanding, repairing, and equipping common-user production facilities to enhance their productivity. Eligible applicants include women's associations, cooperatives, NGOs, Faith Based Organizations, government Ministries, Departments and Agencies, incubation centers, and social enterprises in cities, municipalities, rural areas, and refugee-hosting districts and settlements, fostering inclusive economic growth for women entrepreneurs. Active and functional women-affiliated common user facilities that have previously benefited from government programs, such as those funded by the World Bank and other development partners, are eligible and encouraged to apply. The implementation period is two years. The facility must be fully operational, with all equipment and infrastructure utilized at a minimum of 80% capacity by the end of the first two years of project funding. The grant will support upgrading of existing facilities and/or new constructions that women entrepreneurs use as part of their business activities. Specifically, the grant will support the following:

- New construction, refurbishment, expansion and completion of common user facilities for productive use, including addressing women's constraints through sanitary, breastfeeding, and childcare facilities- with requisite equipment, utility and safety upgrades, quality control and testing facilities,
- Acquisition of shared production-enhancing equipment and facilities, including Information and Communications Technology (ICT) software and hardware,
- Digitally enabled co-working spaces to increase women's access to digital technologies and online work,
- Capacity building and training for equipment operation and maintenance not exceeding 5% of the budget
- Associated human resource cost not exceeding 10% of the budget to identify appropriate technologies, install, operate and maintain infrastructure and equipment. These human resources can be short-term consultants or full-time employees
- Costs associated with mitigating the environmental and social impacts and risks of grant activities not exceeding 5% of the budget. These mitigation measures should clearly outline associated resource needs. The first tranche of disbursement for successful applicants may cover costs related to necessary assessments such as Environmental & Social impact assessments, project briefs, Environmental and Social Management Plans,

- Consultancy services not exceeding 10 % of the budget to undertake engineering designs and prepare bills of quantities, and Professional and consultancy services rendered by people with relevant technical expertise.

### **Eligibility criteria**

The Ministry of Gender, Labour and Social Development now invites eligible enterprises (grantees) to apply for gender-inclusive workplace infrastructure grant funding. Interested applicants should provide information demonstrating that they have the required qualifications and meet the eligibility requirement. Therefore, the organizations eligible to apply include:

- Women's Entrepreneurship Associations;
- Cooperatives with at least 50% female entrepreneur participation;
- Community-Based Organizations (CBOs);
- Non-Government Organizations (NGOs);
- Faith Based Organizations (FBOs);
- Government Ministries, Departments and Agencies (MDA's); including Local Governments;
- Business Incubation Centers; and
- Social enterprises supporting large numbers of women within the value chain.

### **Interested applicants/enterprises (grantees) should provide the underlisted:**

- **Certificate of Registration.** The organization should have been registered at least two years prior to this process.
- **Proof that at least a significant number** (25 or more) of women entrepreneurs will directly benefit from the facility; demonstrated through a register of the members/beneficiaries.
- **Proof of legal access** to use the facility for at least the next 10 years/or ownership of land, demonstrated through copies of a land title, lease agreement, memorandum of understanding and other legally binding documentation.

#### **Please Note:**

- a) Subject to fulfilling the above requirements, the Ministry will assess the values of business assets and turnover.*
- b) Ministry of Gender, Labour and Social Development will verify all documents to be provided. Falsification will lead to automatic disqualification.*
- c) The Ministry will provide support in design review, review of specifications for equipment and supervision of works.*
- d) successful beneficiaries shall be required to obtain relevant building approvals from the local Authorities.*

### Eligible costs: -

- Eligible costs (see attached template for allowable cost);
- Costs must comply with tax laws, and grant funds will not cover Value Added Tax (VAT). The MGLSD will provide grantees with a copy of the circular on waiver of VAT on externally financed projects; and
- Costs must be reasonable, justified, and comply with the principle of sound financial management, regarding economy and efficiency.

### Ineligible Activities and Costs

Grant funds cannot be used for the following:

- Private ceremonies, parties, celebrations, or "representation" expenses,
- Purchase of land,
- Purchases of motor vehicles, including motorcycles,
- Prohibited goods including but not limited to military and surveillance equipment, police or law enforcement equipment, luxury goods, and gambling equipment,
- Any purchases or activities deemed unnecessary to accomplish grant purposes,
- Settlement of previous obligations and/or bad debts,
- Fines and/or penalties,
- Creation of endowments, and
- Costs incurred before execution of the agreement will not be reimbursed.

Please also refer to the full list of ineligible activities under the GROW project at <https://grow.go.gu/wp-content/uploads/2024/08/THE-GROW-PROJECT-EXCLUSION-LIST.pdf>

### Grant Sizes

Preliminary allocation across multiple grantee categories is proposed as below:

Location	Category	Grant Size (\$)	Category Description
<b>Cities and Municipalities</b>	<b>Small Facilities</b>	75,000-100,000	Single-sector facilities (e.g., crafts, small dairy plants).
	<b>Medium Facilities</b>	100,000 – 200,000	Integrated facilities (e.g., agro-processing with packaging units).
	<b>Large Facilities</b>	200,000 – 300,000	Industrial-level facilities (e.g., leather product manufacturing, advanced creative spaces).
	<b>Exceptional Facilities</b>	400,000-500,000	Landmark projects with high impact (e.g., regional agro-processing hubs, advanced tech facilities).
<b>Rural Areas &amp; Refugee Hosting Districts/ Settlements</b>	<b>Small Facilities</b>	50,000 – 75,000	Basic production or crafting facilities (e.g., dairy, crafts, or small agro-processing units).
	<b>Medium Facilities</b>	75,000 – 150,000	Multi-functional facilities (e.g., agro-processing and leather products combined).
	<b>Large Facilities</b>	150,000 – 250,000	Comprehensive production hubs (e.g., agro-processing with refrigeration and storage capabilities).

**Please Note:** Applicants/Grantees are required to submit financial statements for the past two years to facilitate assessment of the values of business assets and turnover; save for exceptional projects that have high social economic value and public proposals from government and faith-based agencies that benefit large numbers of women.

## PART 1: INFRASTRUCTURE GRANTS APPLICATION TEMPLATE

*Please note that this is a template. The template is a guide and the applicant can modify accordingly to suit their specific trade/project requirements.*

Date of Submission: \_\_\_\_\_

Deadline for Submission: \_\_\_\_\_

### Section 1: Basic Organization Information

1. **Organization Name:**

\_\_\_\_\_

2. **Legal Status:**

(e.g., Cooperative, Community-Based Organization (CBO), Women’s Entrepreneurship Association, Non-Governmental Organisation (NGO), Ministries, Departments and Agencies (MDAs), Local Government, Faith Based Organisation etc.)

**Please attach a copy of your legal registration documentation.**

3. **Registration Number and Date of Registration:**

\_\_\_\_\_

4. **Organization Address:**

- Physical Address: \_\_\_\_\_
- Mailing Address (if different): \_\_\_\_\_

5. **Primary Contact Person:**

- Name: \_\_\_\_\_
- Position: \_\_\_\_\_
- Telephone: \_\_\_\_\_
- Email Address: \_\_\_\_\_

6. **Organizational Type and Mandate:**

Describe the mission, vision, and primary focus areas of your organization. Include details on gender inclusivity, if applicable.

### Section 2: Project Information

1. **Project Title:** \_\_\_\_\_

2. **Project Location:** \_\_\_\_\_

Specify the geographical location(s) where the project will be implemented, including district and municipality.

3. **Project Description:**

Describe the overview, key objectives of your project, rationale, the target population, and why the project is critical for the community/institution.

4. **3.1 Project Overview (250 words)**

3.2 Key Objectives of the Project (500 words)

Rationale (500 words)

5. **Describe Activities and Timeline:**

Outline key activities you intend to undertake and the estimated timeline for each.

S/No.	Activity Description	Expected Output	Start Date	End Date

6. **Expected Beneficiaries (Direct and Indirect):**

- **Number of Women Entrepreneurs Expected to Benefit Directly:**  
\_\_\_\_\_ (Example of direct beneficiary is members of participating institution, Example of indirect beneficiaries are farmers selling produce to milling plant, customers of a community market etc.)
- **Total Community Members Expected to Benefit:**  
\_\_\_\_\_

7. **Intended Outcomes and Outputs:**

Provide a list of expected outcomes (long-term goals) and key outputs (immediate, measurable results)<sup>1</sup>

- **Outcome Example:** Increased revenue for women entrepreneurs using the CUF, more/no. of jobs created etc.
- **Output Example:** Installation of solar drying equipment for community/business use

8. **Implementation plan**

- **Implementation strategy:** Outline the strategy for implementing the project to completion and full operation, including clear phases, key milestones and timelines e.g. monthly/quarterly reports on performance, results, achievements, issues, challenges etc.
- **Brief description of Resource needed:** Human, financial, and material resources
- **Project team:** Provide details about the project team, including their roles and responsibilities.
- **Risk Management:** Identifying potential risks and mitigation strategies including assurance that the money will be out to right use.
- **Stakeholder engagement:** Describe how stakeholders, including the community and other relevant parties, will be engaged in the project throughout implementation.
- **Product standardization:** if involved in manufacturing and value addition provide information on accreditation by UNBS or other related standards or other related standards agencies.

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<sup>1</sup> Provide a list of not more than 5No.

### Section 3: Eligibility Requirements

#### 1. Legal Documentation

Attach copies of the following documents:

- **Registration Certificate (from local gov't and or URSB):**
- **Articles of Association:**
- **Proof of Legal Access to Land or Facility:** Title deed, lease agreement, or MOU with local authorities/owner of land confirming access for at least 10 years.
- Any other relevant supporting documentation.

#### 2. Proof of Financial Stability and Capacity

Attach financial documentation, such as:

- **Financial Statements:** Statements for the last 3 financial years (if available, provides added advantage to applicant)
- **Bank Statements:** 12 months of bank statements (if applicable)

**Note:** All documents will be subject to verification. Falsification will lead to automatic disqualification

### Section 4: Organizational Capacity and Key Personnel

#### 1. Human Resource Capacity

List key personnel involved in this project, their roles, and qualifications:

- **Name:** [Title/Position] – [Qualifications/Relevant Experience]
- **Name:** [Title/Position] – [Qualifications/Relevant Experience]

#### 2. Existing Infrastructure and Equipment Capacity

Briefly describe the infrastructure, tools, or equipment currently available for this project.

- [Example: “5 sewing machines, one milling unit, office with internet access”]

### Section 5: Financial Overview and Sustainability Plan

#### 1. Total Project Cost (UGX):

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#### 2. Requested Grant Amount (UGX):

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#### 3. Breakdown of Proposed Budget

<b>Budget Category</b>	<b>Requested Amount (UGX)</b>	<b>Grantee Contribution (10-20%) UGX)</b>	<b>Total Cost (UGX)</b>
A. Preliminary Expenses			
B. Construction and Infrastructure			
C. Equipment and Machinery			
D. Environmental and Social Safeguards			
E. Capacity Building and Training			
F. Administrative, human resources consultancy & contingency			
<b>TOTAL PROJECT COST</b>			

#### 4. **Sustainability Plan**

Describe your organization's plan for sustaining the project outcomes beyond the funding period. Include any plans to generate revenue for long-term operations, mechanisms for monitor infrastructure performance and addressing challenges, maintaining infrastructure, collaborate with stakeholders, or create a business model for self-sufficiency or securing additional funding.

#### 5. **Environmental and Social Impacts**

**Environmental Impact:** Assess the potential environmental impact of the project and outline any mitigation measures.

**Social Impact:** Discuss the potential social impact of the project, including how it will benefit women-led enterprises and the community.



## PART 2: BUDGET TEMPLATE

*Please note that the template is a guide and the applicant can modify accordingly to suit their specific trade/project requirements.*

<b>Budget Category</b>	<b>Requested Amount (UGX)</b>	<b>Grantee Contribution (10-20%) (UGX)</b>	<b>Total Cost (UGX)</b>
A. Preliminary Expenses			
B. Construction and Infrastructure			
C. Equipment and Machinery			
D. Environmental and Social Safeguards			
E. Capacity Building and Training			
F. Administrative, human resources consultancy & contingency			
<b>TOTAL PROJECT COST</b>			

*Please note that the Grantee contribution can be both cash and non-cash contributions like equipment, tools etc.*

### Detailed Budget Breakdown

#### A. Preliminary Expenses

These expenses cover initial project setup and preparatory activities essential for construction/refurbishment/renovation.

<b>Expense Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost (UGX)</b>	<b>Total (UGX)</b>
Site Surveys and Assessments	Topographic, geological, environmental and social impact assessments			
Architectural and Engineering Designs	Detailed project designs, blueprints			
Permits and Approvals	Construction permits, local authority approvals			
Other Preliminary Expenses	Specify			
<b>Subtotal A</b>				

## B. Construction and Infrastructure

Includes costs associated with the building or refurbishment of Common User Production Facilities (CUF), production areas, or other required spaces.

Expense Item	Description	Quantity	Unit Cost (UGX)	Total (UGX)
Site Preparation	Land clearing, leveling, foundation work			
Building Materials	Cement, sand, gravel, bricks, steel			
Labor Costs	Wages for skilled and unskilled labor			
Structural Construction	Walls, roofing, floors			
Electrical Systems	Wiring, fixtures, installations			
Plumbing and Water Systems	Pipes, fixtures, water tanks			
HVAC (Heating, Ventilation, AC)	Air conditioning, ventilation systems			
Accessibility Enhancements	Ramps, handrails, accessible restrooms			
Sanitary Facilities	Restrooms, showers, sanitation stations			
Gender-Inclusive Amenities	Childcare rooms, breastfeeding stations			
Security Features	Fencing, security lighting, CCTV			
Implementation of the Environmental and Social Management Plans	ESIA, Audits, Briefs Etc.			
Other Construction Costs XX	Specify			
<b>Subtotal B</b>				

## C. Equipment and Machinery

Costs associated with procuring and installing essential equipment and machinery for operationalizing the facility.

Expense Item	Description	Quantity	Unit Cost (UGX)	Total (UGX)
Production Equipment	E.g., solar dryers, cold storage units, bottling machines, etc.			
Safety Equipment	Fire extinguishers, emergency alarms, first aid kits			
Technology and Digital Tools	Computers (heavy duty laser printers, laptops, softwares), Wi-Fi, communication devices			
Maintenance Equipment	Tools for regular upkeep and repairs			

Renewable Energy Systems	Solar panels inclusive of batteries, generators			
Installation Costs	Setup and installation fees for equipment			
Other Equipment Costs	Specify			
<b>Subtotal C</b>				

#### D. Environmental and Social Safeguards

Costs related to ensuring compliance with environmental and social standards, enhancing sustainability, and supporting community and gender inclusivity.

Expense Item	Description	Quantity	Unit Cost (UGX)	Total (UGX)
Environmental and Social Impact assessment				
Implementation and Monitoring of Environmental and social Management Plans.				
Stakeholder Engagement activities	Waste disposal, recycling systems			
Implement and promote the use of GRM to address complaints and grievances				
Renewable Energy Installations	Hybrid solar System with batteries, wind, or biomass energy systems			
Social Inclusion Features	Gender-neutral restrooms, accessible pathways			
Environmental Monitoring	Periodic monitoring, reporting on E&S impacts			
Community Engagement Activities	Town halls, outreach programs			
Safety and Hazard Mitigation	Safety barriers, hazard signs			
Other E&S Safeguard Costs	Specify			
<b>Subtotal D</b>				

## E. Capacity Building and Training

Funds for training facility users and beneficiaries, focusing on skills development, safety, and operational capacity.

<b>Expense Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost (UGX)</b>	<b>Total (UGX)</b>
Technical Training	Equipment operation, maintenance			
Health and Safety Training	Safety protocols, emergency response			
Environmental Sustainability Training	Waste management, energy conservation			
Business and Financial Literacy	Record keeping, budgeting, profit management			
GBV/SEA/SH Training	Gender inclusivity in workplace			
Other Training and Capacity Building	Specify			
<b>Subtotal E</b>				

## F. Administrative, Human Resources and Consultancies

Includes administrative costs essential for project oversight and additional expenses that may arise during implementation.

<b>Expense Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost (UGX)</b>	<b>Total (UGX)</b>
Project Management	Salaries for project managers, coordinators			
Office Supplies	Stationery, printing, office equipment			
Monitoring and Evaluation	Data collection, surveys, reporting			
Transportation	Vehicle rental, fuel, travel allowances			
Contingency Funds	Reserved for unforeseen expenses			
Insurance	Coverage for project assets, personnel			
Miscellaneous	Other unlisted expenses			
<b>Subtotal F</b>				

## **PART 3: QUALIFICATION DOCUMENTS**

### **CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS**

(Under Section 93 of the Public Procurement and Disposal of Public Assets Act, 2003)

#### **1. Ethical Principles**

Bidders and providers 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 associations with businesses and organisations which are in conflict with this code.

#### **2. Standards**

Bidders and providers 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**

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring and disposing entity. Bidders and providers 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 bidders and providers in the course of procurement 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**

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of a procuring and disposing entity that might be viewed by others as having an influence on a government procurement decision.

#### **6. Inducements**

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

#### **7. Fraudulent Practices**

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving a procuring and disposing entity 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 procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the PDE;
- (f) withholding information from the PDE during contract execution to the detriment of the PDE.

I ..... agree to comply with the above code of ethical conduct in business.

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**AUTHORISED SIGNATORY**

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**NAME OF BIDDER/PROVIDER**

## Letter of Acceptance of the World Bank's Anticorruption Guidelines and Sanctions Framework<sup>2</sup>

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

Contract #: \_\_\_\_\_

Contract Description: \_\_\_\_\_

### To:

We, along with our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not) consultants and personnel, acknowledge and agree to abide by the World Bank's policy regarding Fraud and Corruption (corrupt, fraudulent, collusive, coercive, and obstructive practices), as set out and defined in the World Bank's Anti-Corruption Guidelines<sup>3</sup> in connection with the procurement and execution of the contract described above ("the Contract"), including any amendments thereto.

We declare and warrant that we, along our sub-contractors, sub-consultants, service providers, suppliers, agents (whether declared or not), consultants and personnel, are not subject to, and are not controlled by any entity or individual that is subject to, a temporary suspension, early temporary suspension, or debarment imposed by a member of the World Bank Group, including, inter alia, a cross-debarment imposed by the World Bank Group as agreed with other international financial institutions (including multilateral development banks), or through the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement.

We confirm our understanding of the consequences of not complying with the World Bank's Anti-Corruption Guidelines, which may include sanctions, pursuant to the Bank's Anti-Corruption Guidelines and in accordance with its prevailing sanctions policies and procedures as set forth in the Bank's Sanctions Framework. This may include a public declaration of ineligibility, either indefinitely or for a stated period of time, (i) to be awarded or otherwise benefit from a Bank-financed contract, financially or in any other manner;<sup>4</sup> (ii) to be a nominated<sup>5</sup> sub-contractor, sub-consultant, consultant, manufacturer or supplier, or service provider of an otherwise eligible firm being awarded a Bank-financed contract; and (iii) to receive the proceeds of any loan made by the Bank or otherwise to participate further in the preparation or implementation of any Bank-financed project.

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<sup>2</sup>[Drafting note: This document shall be signed by the contractor/consultant/supplier and maintained by the Borrower in the project files.

<sup>3</sup>*Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by International Bank for Reconstruction and Development Loans and the International Development Agency Credits and Grants*, dated October 15, 2006, and revised in January 2011 and July 2016, as they may be revised from time to time.

<sup>4</sup> For the avoidance of doubt, a sanctioned party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification or initial selection), expressing interest in a consultancy, and bidding, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>5</sup>A nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider (different names are used depending on the bidding document) is one which has been: (i) included by the bidder in its pre-qualification or initial selection application or bid because it brings specific and critical experience and know-how that allow the bidder to meet the qualification requirements for the particular bid; or (ii) appointed by the Borrower.

We understand that we may be declared ineligible as set out above upon:

- a. completion of World Bank Group sanctions proceedings according to its prevailing sanctions procedures;
- b. cross-debarment as agreed with other international financial institutions (including multilateral development banks);
- c. the application of a World Bank Group finding of non-responsibility on the basis of Fraud and Corruption in connection with World Bank Group corporate procurement; or
- d. temporary suspension or early temporary suspension in connection with an ongoing World Bank Group sanctions proceeding.]

We shall permit, and shall cause our sub-contractors, sub-consultants, agents (whether declared or not), personnel, consultants, service providers or suppliers, to permit the Bank to inspect<sup>6</sup> all accounts, records, and other documents relating to the procurement process and/or Contract execution, and to have them audited by auditors appointed by the Bank.

We agree to preserve all accounts, records, and other documents (whether in hard copy or electronic format) related to the procurement and execution of the Contract.

Name of the Provider: \_\_\_\_\_

Name of the person duly authorized to sign the Contract: \_\_\_\_\_

Title of the person signing the Letter: \_\_\_\_\_

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<sup>6</sup>Inspections in this context are usually investigative (i.e., forensic) in nature: they involve fact-finding activities undertaken by the Bank or persons appointed by the Bank to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data, and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third-party verification of information.



# Beneficial Ownership Declaration Form

*This beneficial ownership declaration form has been issued by the Public Procurement and Disposal of Public Assets Authority to collect beneficial ownership information. The template includes sections to be completed by the bidders.*

Company identification	
<b>Full legal name of the bidder</b>  (Company or Joint Venture)	
<b>Physical/Contact address</b>  (registered office for legal entities)	
<b>Name (s) of Beneficial Owner (s) of the company/ Joint venture companies/ Consortium</b>	Names (s)
	1.
	2.
	3.

Are any of the beneficial owners a Politically Exposed Person (PEP)?

Yes. Name: \_\_\_\_\_ . Public office position and role:  
 Date when office was assumed: \_\_\_ / \_\_\_ / \_\_\_ Date when office was left, if applicable: \_\_\_ / \_\_\_ / \_\_\_

No.

**Attestation**

I, undersigned, for and on behalf of the bidder confirm that all information provided in the above beneficial ownership declaration is accurate and reliable.

[Name] \_\_\_\_\_

[Position] \_\_\_\_\_ [Signature] \_\_\_\_\_

[We attach further information to verify the accuracy of the beneficial ownership information provided:

**Certification and Declaration**

By signing below, the Applicants/Grantee certifies that the information provided in this budget template is accurate, complete, and true to the best of their knowledge. The Applicant/Grantee agrees to adhere to the budget as outlined above, and to seek approval from the Ministry of Gender, Labour, and Social Development (MGLSD) before making any significant adjustments to the budget allocations.

**Authorized Representative (Grantee):**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

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

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

**For official use:**

**Budget reviewed by:**

**Name of MGLSD Representative:**

\_\_\_\_\_

**Position:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

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

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved/Referred/Denied:**

\_\_\_\_\_

### **Submission deadline**

The Application must be delivered to the address below in a written form not later than **18<sup>th</sup> March 2025 at 11:00Hours**. Applicants/Grantees may make arrangements to have their applications delivered by courier services. However, no liability will be accepted for loss or late delivery.

### **Selection process**

The evaluation of the applications will be conducted based on the eligibility criteria and the quality of the project proposals.

The detailed grant application documents can be found at <https://mglsd.go.ug/procurement/>

Further information can be obtained at the address below during office hours (0800 to 1700 hrs).

### **Applications should be addressed to:**

Permanent Secretary  
Ministry of Gender, Labour, and Social Development.  
Gender and Labour House, Plot 2, George Street,  
P.O. Box 7136  
KAMPALA  
Tel: +256 414 347 854

### **For Clarifications Only:**

Permanent Secretary  
**Attn: Project Coordinator - GROW**  
Ministry of Gender, Labour, and Social Development.  
Gender and Labour House, Plot 2, George Street,  
P.O. Box 7136  
KAMPALA  
Tel: +256 414 347 854/ +256200244000  
Email: [john.ssendendo@mglsd.go.ug](mailto:john.ssendendo@mglsd.go.ug)      copy      to      [bernard.okuyo@mglsd.go.ug](mailto:bernard.okuyo@mglsd.go.ug)      &  
[irene.aol@mglsd.go.ug](mailto:irene.aol@mglsd.go.ug)