



Notice of Expression of Interest for use of innovations in the use of URSB Registration information.

URSB/CONS/19-20/00004

1. The Uganda Registration Services Bureau (URSB) as established by the Uganda Registration Services Bureau Act Cap 210 Laws of Uganda is responsible for registration of companies and business names, partnerships, documents, debentures and chattels transfers, intellectual property rights including registration of patents, utility models, industrial designs, trademarks, service marks, copy right and neighbouring rights, marriages, liquidation of companies and bankruptcy.
2. URSB comprehends that information collected on the different forms of registrations is very important and possible uses of this information are immeasurable. The need to keep such information up to date and provision of low cost and convenient access of such information to the private sector and public institutions is paramount.
3. URSB now invites eligible firms to submit sealed expressions of interest for Innovations in the use of URSB Registration information to improve service delivery and enhance NTR collection.
4. Interested firms should provide information demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.

The short listing criteria will include:

- a) Documents evidencing eligibility of the Firm which shall include:
 - i. Certificate of Incorporation/ Registration
 - ii. Memorandum and Articles of Association or equivalent
 - iii. Company Form 7 or equivalent evidencing current directors
 - iv. A valid trading license or its equivalent.
 - v. A signed statement by the authorised officer indicating that the Firm does not have a conflict of interest in the subject of the procurement.
 - vi. An annual income tax clearance certificate for the financial year 2018 or an original transactional income tax clearance certificate for this Expression of Interest addressed to Uganda Registration services Bureau.
 - vii. The firm shall be required to submit a complete set of audited financial accounts for the years 2016, 2017 and 2018. Including: statement of comprehensive income, statement of financial situation, statement of changes in equity, statement of cash flows and notes to financial statements.
 - viii. The Bidding firm must submit at least evidence of 2 similar innovations in scope and size related to technological innovations in the use of information in a reputable firm.
 - ix. A letter of introduction authorising the employer or his agent to verify information declaration and submissions by the firm with appropriate authorities.
5. Firms may associate with other firms in the form of a joint venture to enhance their qualifications. The form of association, where applicable, should be indicated in the Expression of Interest.
6. Interested eligible firms may obtain further information at the address given below from

8:00am to 5:00pm.

7. Sealed Expressions of Interest must be delivered to the address below at or before
Time: 11:00am 15th January 2020

Uganda Registration Services Bureau

Procurement and Disposal Unit

Street Address: **Plot 5 George Street, Georgian House**

Floor/Room number: **4th Floor**

Postal Code/P.O Box No: **6848 Kampala- Uganda**

Telephone: **0417-338100**

8. The notice of expression of interest and terms of reference are available at the Entity's website at www.ursb.go.ug and at www.ppda.go.ug
9. The planned Procurement schedule (Subject to changes) is as follows:

Activity	Date
a. Publication of Notice of Expression of Interest	<i>23th December, 2019</i>
b. Closing date for receipt of Expression of Interest	<i>15th January, 2020.</i>
c. Evaluation of Expressions of Interest	<i>23th -28th January, 2020</i>
d. Display of shortlist	<i>4th February, 2020</i>

**TERMS OF REFERENCE FOR INNOVATIONS IN THE USE OF URSB
REGISTRATION INFORMATION TO IMPROVE SERVICE DELIVERY
AND ENHANCE NTR COLLECTION**

CONTENTS

1.0 Introduction.....	2
2.0 Objectives.....	4
3.0 Approach.....	4
4.0 DEPENDENCIES.....	5
5.0 Proposals.....	5
6.0 Evaluation of Proposals	6
METHODOLOGY FOR PERFORMING THE ASSIGNMENT (45 POINTS)	7
DELIVERABLES/ OUTPUTS	7
FIRMS SPECIFIC EXPERIENCE (15 Points)	8
KEY PERSONNEL (30 Points)	8
TRANSFER OF KNOWLEDGE (5 points).....	8
PARTICIPATION BY NATIONALS.....	8
TIMEFRAME	8
REPORTING.....	9
PRICE AND PAYMENT	9
INTELLECTUAL PROPERTY.....	9
7.0 NEGOTIATIONS.....	9

1.0 INTRODUCTION

The Uganda Registration Services Bureau Act 1998, Cap. 210 of the Laws of Uganda establishes the Uganda Registration Services Bureau (URSB) with the mandate of handling miscellaneous registrations and collection of related non tax revenue under various laws. This way the Bureau administers, enforces and gives effect to such relevant laws.

URSB is an autonomous body governed by the Board of Directors headed by the Chairman and the Chief Executive Officer is the Registrar General with policy supervision provided by the Minister of Justice & Constitutional Affairs (MOJCA).

The mandate of URSB spans over various National laws, International and Regional Protocols related to business, Civil, Intellectual Property and security interests registrations.

The Bureau is a key player in commercial and civil registrations that facilitate private sector development, promotion of social development and provision of vital statistics for national planning.

URSB's operations comprise of:

- a) Business Registration which includes: registration of companies, business names, partnerships, documents, debentures and chattels transfer.
- b) Civil Registration which includes: registration of civil marriages.
- c) Protection of Intellectual Property Rights which includes: Registration of Patents, Utility Models, Industrial designs, Trademarks and Service Marks and Copyright and neighboring rights.
- d) Official Receiver in liquidation of companies and bankruptcy matters.
- e) Registration of Security Interests for moveable properties.
- f) Collection of Non Tax Revenue (NTR) arising from registration services.

Uganda Vision 2040 sets ambitious goals of Uganda's consistent development till 2040. In order to ensure that development goals are achievable, the vision defines key areas which need to be improved for the broad-based growth to take place, where access to public services and access to information is one of key components.

The recent Legislative Reforms in commercial laws and other relevant laws being implemented by URSB pose a challenge as well as opportunities which require partnerships with private sector players in order to meet the overwhelming demand.

Specifically for Business registration, the Bureau is responsible for registering all businesses enterprises, keeping their information up to date and providing low cost and convenient access to other businesses and public institutions reliable information about legal business entities. Best practices in other countries and the demands of Uganda's business sector shows that information about businesses is key in the growth of the

private sector competitiveness and also key in setting up new business relations, access to credit, reliable business statistics and general economic growth. This results into expansion of formal economy, growth of taxpayers' base and foster growth of economy.

On the part of Intellectual Property Registration, the Bureau is responsible for all intellectual property registration like trademarks, patents and industrial designs that promote innovation. The bureau plans to put up an efficient Intellectual Property system to foster the growth, efficiency and promote innovation. Because of the value of intellectual property, it is becoming a driving force in the knowledge-based economies of the world as well as a major element in corporate business management. The environment in which the intellectual property is operating worldwide has changed dramatically and customers are demanding for more quality service which can be provided in partnership with the private sector.

On the part of civil registration, the Bureau is tasked with oversight and the implementation of the Laws on Marriage. The Bureau is the custodian of all registrations for marriages. The marriages that the Bureau registers are Civil, Customary, Church, Muslim and Hindu. The Bureau understands that information collected on the different forms of registrations is very important and possible uses of this information are immeasurable. The need to keep such information up to date and provision of low cost and convenient access of such information by the private sector and public institutions about legality of all these registrations is paramount. Best practices in other countries and the demands of Uganda's private sector shows that such information is key in the growth of the private sector and can also foster economic growth. In Uganda, the biggest consumers of this service include but are not limited to;

- Government institutions
- Commercial Banks
- The Business community
- Embassies
- Telecom Companies
- Foreigners
- The citizens of Uganda etc.

Modern efficient public management encourages the use of electronic solutions through use of Information and Communication Technologies (ICT) among others. In order to embrace ICT as a means to accelerate the development process to increase service delivery to citizens, businesses, civil society organizations, and other government agencies, there is need to engage the private sector in a form of public private partnerships or other forms of collaborations that allows URSB to tap into the innovative ideas of the private sector. This would attract private sector experience, technology, and innovation in the design of electronic solutions and services, and to benefit from private sector creativeness and ingenuity. This would also help in utilizing private sector marketing channels and customer service expertise in the commercial delivery of services to customers and other private sector players.

In order to make this information more valuable to both the public and the private sector, such innovations may include integration of information from other sources or other solutions which are not mandated by the URSB.

2.0 OBJECTIVES

The objective of this request for proposal is to seek proposals from reputable firms that will reuse URSB collected data to facilitate Uganda's economic development agenda. The successful service providers shall be expected to address the following;

- Ensure broad access to URSB data by the public. This includes Uganda's citizens, institutions/organizations and businesses, as well as users abroad. The provider is expected to provide innovative ideas on access of URSB data to areas with limited internet coverage since purely online services cannot ensure broad accessibility as Uganda's internet penetration does not cover the entire country. URSB currently has very limited physical coverage.
- Provide the necessary financial resources to build a whole spectrum of data services that will be shared with the public. The infrastructure of the vendor should support URSB in minimizing the costs involved in access requirements and new services offered. The service provider is expected to fully finance their services without burdening the budget of Uganda.
- Propose a mechanism of ensuring that new services and data provision to the public do not pose security threats to very sensitive URSB data. URSB has currently modernized its registries and is in the process of making all processes purely digital. This will require a very secure environment in order to keep integrity of the data

3.0 APPROACH

URSB would be required to sign a contract with successful private party which will help URSB achieve objectives described in previous chapter.

URSB will sign multiannual agreement according to which:

- URSB will grant to the private partner rights in defined modalities to act as a broker for URSB information;
- Rights will be granted for a specific period which will be negotiated in agreement. The terms of the agreement will be agreed considering projected investment and business model, so that private partner could achieve reasonable return on investment.
- URSB will make available data collected by URSB in most convenient fashion to private partner;
- Private partner will be strictly bound by laws of Uganda to protect privacy and integrity of the data and will be fully liable for misuse of data;

- Private partner will agree to achieve Key Performance Indicators on specified number of areas in specified timeline (e.g. investment size, specifics of solution, accessibility of services, geographical coverage, etc.);
- Private partner may establish special vehicle company in Uganda to operate data provision services;
- Private partner will be responsible fully for investments and risk of operations;
- URSB and private partner will agree on pricing schedule of services;

4.0 DEPENDENCIES

URSB is working with donors in order to secure financing for modernization of registries in years to come. This means the nature of environment in URSB may change, processes will be reengineered, modernized, they will become fully digital at some stage.

The Private Partner must be ready to adapt to changes and ensure uninterrupted provision of services. URSB will work in good faith in order to provide information to Partner, so that it can plan and prepare for changes.

The Private Partner will take full responsibility towards its clients to provide services according to respective agreements.

5.0 PROPOSALS

Proposals must be comprehensive, detailed, providing ground for final evaluation and negotiations with URSB.

Among other information, at discretion of Partner, it will have to contain:

- Detailed description of the vision of the functioning system, how it will function, what factors and motivational structures will be essential for it to work;
- Detailed explanation how effects to Uganda's economy will be achieved. What impact such request for proposal will make.
- Description of business model, stakeholders, services, clients, distribution channels.
- Detailed description of proposed technical solution. It is very important to present architectural, security, service level achievement considerations to the satisfaction of URSB.
- Detailed description of investment plan.
- Financial model detail, demonstration of sustainability of the request for proposal and financial impact to URSB.
- Description of the knowledge transfer plan, which will ensure that best international practices will be used in the system and local resources will be employed to deliver services and run operations.
- Professional team (references, CV, signed availability declarations for the implementation).

6.0 EVALUATION OF PROPOSALS

The proposals will be evaluated according to the following matrix. Please note that for some criteria specific evidence will be required. In most of the cases detailed description in proposal will be required.

Table 2: Summary criteria to guide the evaluation process.

Specific Experience	15 points
Methodology Proposed	45 points
Key Personnel	30 points
Transfer of knowledge	5 points
Participation by nationals	5 points
Total:	100 points

A provider who does not meet the minimum qualifying mark of 75 points shall be disqualified.

Detailed Criteria as per sub criteria.

Item	Criteria	Points	Total Points	Scores ranges as per PPDA
1	Provider's experience related to the assignment			5-10
a	Similar projects completed evidence by signed contracts	10		
b	Minimum of two (2) years in developing and managing similar innovations	5		
	Sub-total for Criterion 1	15		
2	Adequacy of proposed methodology and work plan in responding to TOR			20- 50
b	Methodology	30		
c	Work plan	10		
d	Organization and staffing	5		
	Sub-total for Criterion 2	45		
3	Qualification and competence of key personnel			30- 60
a	Lead expert	20		
b	Other Experts	10		
	Sub-total for Criterion 3	30		
4	Participation of local personnel (Ugandans)	5		0 - 10
5	Transfer of knowledge: The provider must show how they will work with the URSB project team in sharing the knowledge	5		
	TOTAL	100		100

The detailed evaluation criteria shall consider the following;

METHODOLOGY FOR PERFORMING THE ASSIGNMENT (45 POINTS)

a) Technical approach and methodology proposed (30 points)

The provider shall propose an adequate methodology in responding to the Terms of Reference. The proposal should indicate the various methods and tools to be used to accomplish the different specific aspects of the assignment. The provider will explain their understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology to adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. The firm should detail to the extent possible the innovation they intend to bring on board with clear innovative proposals on how this will minimize operational costs to URSB and increase revenue streams in form of Non Tax Revenue on behalf of URSB

The firm should be able to understand the role that URSB plays in the development of Uganda's economy, the demand for information by the public and propose innovations on how they will utilize the data. A win-win partnership model proposed by the service provider shall be highly commended. The provider is expected to

b) Work Plan (10 points)

The provider will outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by URSB), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing the providers understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule. The provider shall attach the investment and roll out plan and make investment risk analysis projections over the period to be proposed.

c) Organization and staffing (5 points)

The provider will describe the structure and composition of their team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff that will perform the task. The competences of each of the key staff in the structure shall score points based on the outline in VII below.

DELIVERABLES/ OUTPUTS

Table 1: The key deliverables for the assignment

Reports	Date
1. Inception Report	Within 1 week from date of signing the contract
2. Installation and commissioning of functional system approved by URSB	Timeframe to be determined as stated in providers proposal and after negotiation with URSB
Progress Reports	To be agreed upon at negotiation

FIRMS SPECIFIC EXPERIENCE (15 POINTS)

The Service provider must meet the following minimum eligibility criteria –

- a) Service provider should have executed a minimum two (2) innovations of a similar nature in reputable firm. Please attach evidence of two completed contracts. **(10 points)**
- b) The consulting firm should have a minimum of two (2) years in developing and managing similar innovations. **(5 points)**

KEY PERSONNEL (30 POINTS)

a) Requirements of the **Lead Expert** –

- i. The Lead expert must have successfully executed similar assignments in at least 2 reputable organisations. Please attach recommendation letters **(10 points)**
- ii. A Bachelor's degree in a relevant field like ICT, computer science, Information and Library Information Management or equivalent **(5 points)**
- iii. A minimum of two (2) years' experience in designing and implementing similar innovations. **(5 points)**

b) **Requirements of the other technical team** –

- i. At least 2 technical and competent staff who have successfully executed similar assignments in at least one reputable organization. Attach recommendation letters **(5 points)**
- ii. A minimum of one (1) years' experience in designing and implementing similar innovations. **(5 point)**

TRANSFER OF KNOWLEDGE (5 POINTS)

The Service provider firm shall propose a mechanism for appropriate knowledge transfer to the URSB front-line team responsible for information sharing. This should allow for use of the knowledge in managing the system sustainably. **(5 points)**

PARTICIPATION BY NATIONALS

Consideration will be given to firms that are national providers with national experts as staff of the firm

TIMEFRAME

The entire assignment will be completed within a period that shall be negotiated after signing the contract. The proposal should therefore clearly indicate the work plan/flow of activities that should fit within the activity timeframe proposed by the service provider. The Provider is required to propose a timeframe that will enable them acquire an appropriate return on investment.

REPORTING

The provider shall report to the project manager and shall be required to submit reports indicated in the key deliverables table above.

PRICE AND PAYMENT

- a) The provider shall meet the entire cost of building, owning and operating the approved innovation. The provider is required to prepare a pricing structure as part of their proposal and this shall be agreed upon at the negotiation stage. URSB shall not incur any costs in the operations of the business.

INTELLECTUAL PROPERTY

- a) All the information used by the third party private partner shall remain confidential and is the intellectual property of Uganda Registration Services Bureau.
- b) Use of URSB information in other circumstances will not be permitted unless subject to written approval from Uganda Registration Services Bureau.

7.0 NEGOTIATIONS

Bidders who succeeded in collecting necessary scores in every category and overall score will be invited for negotiations.

Negotiations will be held on financial and legal setup of the contract.

URSB will seek:

- Most innovative proposals suitable for Uganda’s Environment
- Highest feasible investment by private partner;
- Transfer of competence, value creation in Uganda, sustainable operations in Uganda;
- Appropriate terms of granting of rights;
- Highest share of revenues.

Winner of the contract will be selected according to the proposal evaluation score using the criteria stated.

Terms of reference approved by:

Name: Abbey Semyalo

Signature:

Date: