ANTI CORRUPTION COALITION UGANDA
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TERMS OF REFERENCE

PROVISION OF DIGITAL TV/SCREEN SERVICES INCLUDING INSTALLATION, MAINTENANCE AND OPERATION DURING THE ANTI-CORRUPTION CONVENTION, 2026

1.0 Introduction:

Anti-Corruption Coalition Uganda (ACCU) was formed in January 1999 and formally registered as an NGO under the NGO Statute in 2004. ACCU brings together like-minded entities and individual actors whose pre-occupation is publicizing, exposing and advocating for curbing corruption in Uganda. ACCU with support from different Development Partners has been implementing interventions since 1999, with the aim of creating an accountable and corruption free society. At the national level, ACCU works with Civil Society Organizations (CSOs) engaged in the accountability sector. At the local level, ACCU works with and through Regional Anti-Corruption Coalitions (RACCs) that are spread out in the various parts of the country and of recent grass root member organisations[1]. This approach ensures that citizens' voices are reflected into the national agenda.

2.0 Background:

By resolution 58/4 of October 31, 2003, the UN General Assembly designated 9th December as International Anti-Corruption Day, presenting an opportunity for countries to raise awareness and renew commitments to fight against corruption. Uganda, a signatory to the UN Convention Against Corruption, joins the global community in commemorating this day.

On 9th December 2026, Uganda will join the rest of the world to observe the International Anti-Corruption Day, and raise awareness about the detrimental effects of corruption on the country's development, committing to combatting corruption through promoting transparency and accountability in the public and private sectors.

Despite notable achievements, corruption remains a significant barrier to Uganda's development, impacting the enforcement of laws and impeding progress across sectors. Recognizing these challenges, ACCU, TI-Uganda, ActionAid-Uganda and CSBAG will organize the Anti-Corruption

[1] These include: Teso Anti-Corruption Coalition (TAC), Anti-Corruption Coalition of Busoga (ACCOB), Kick Corruption out of Uganda (KICK-U), Rwenzori Anti-Corruption Coalition (RAC), Midwestern Anti-Corruption Coalition (MIRAC), The APAC Anti-Corruption Coalition (TAAC), MAYANK Anti-Corruption Coalition (MACCO), Karamoja Anti-Corruption Coalition (KACC), Anti-Corruption Coalition of Busoga (ACCOB), Corruption Brakes Crusade (COBRA), Uganda Eyenkya (U.E), Kanungu Community Efforts for Rural Transformation (KACOERT), Southern Buganda Anti-Corruption Coalition (SBACO), Pallisa Civil Society Organisation Network (PACONET), Citizen Initiative for Democracy and Development (CIDD), Tororo Anti-Corruption Coalition (TAC), Bukedi Anti-Corruption Coalition and Acholi Anti-Corruption Coalition (ACCO).

Convention to further mobilize stakeholders against corruption and promote transparent governance in both public and private sectors.

3.0 Justification:

The Annual Anti-Corruption Convention brings together state and non-state actors to engage in discussions, share experiences, make presentations and deliberate on strategies for strengthening the fight against corruption in Uganda. Effective communication and visibility of information are therefore essential to ensuring meaningful participation, clear presentation of key messages and the smooth delivery of the convention programme.

A high-quality and properly functioning digital LED screen will provide an important platform for displaying presentations, key messages, video content and other relevant information throughout the convention. This will enhance participants' visibility of presented information, facilitate effective communication and contribute to an engaging and well-coordinated event.

Given the importance of reliable audiovisual support, professional delivery, installation, configuration, operation and technical support are necessary to ensure that the digital LED screen is properly set up, tested and fully functional before and throughout the convention. Timely technical support will also be essential in addressing any technical challenges that may arise and minimising disruptions to the programme.

It is against this background that ACCU seeks to engage a competent and experienced service provider to supply and install a 2-metre by 4-metre digital LED screen and provide the necessary operational and technical support to ensure effective display and uninterrupted use throughout the Anti-Corruption Convention.

4.0 General Objective of the Assignment:

The general objective of the assignment is to engage a competent service provider to supply, deliver, install, operate and provide maintenance and technical support for a 2-metre by 4-metre digital LED screen during the Annual Anti-Corruption Convention 2026.

4.1 Specific Objectives of the Assignment:

1. Provide one high-quality digital LED screen measuring 2 metres by 4 metres for use during the Annual Anti-Corruption Convention 2026 at Protea Hotel by Marriott, Kampala.
2. Deliver, install, configure and test the digital LED screen at Protea Hotel by Marriott, Kampala, on the evening of 2nd December 2026, ensuring that it is ready for use before the commencement of the Convention.
3. Provide professional operation, maintenance and on-site technical support for the digital LED screen throughout the Convention on 3rd December 2026, from 8:00 a.m. to 5:00 p.m.
4. Ensure the digital LED screen remains fully functional and available throughout the Convention, with prompt resolution of any technical faults or operational challenges that may arise.

5.0 Nature and Scope of the Assignment:

The selected service provider will undertake the following tasks:

1. Supply one high-quality digital LED screen measuring 2 metres by 4 metres, suitable for displaying presentations, videos, images and other digital content during the Convention.
2. Transport and deliver the digital LED screen and all necessary accessories and equipment to Protea Hotel by Marriott, Kampala.
3. Set up, install, configure and test the digital LED screen at the event venue on the evening of 2nd December 2026, in readiness for the Convention.
4. Ensure compatibility of the digital LED screen with the presentation and audiovisual equipment to be used during the Convention.
5. Provide a competent technical operator to manage the display of presentations, videos and other digital content throughout the Convention on 3rd December 2026, from 8:00 a.m. to 5:00 p.m.
6. Provide on-site maintenance and technical support throughout the event to ensure the uninterrupted functioning of the digital LED screen.
7. Promptly identify and resolve any technical faults or operational challenges that may arise during the Convention to minimise disruptions to the programme.
8. Dismantle, pack and remove the digital LED screen and associated equipment from the venue after the Convention, in coordination with ACCU and the hotel management.

6.0 Methodology:

The service provider will undertake the assignment through a coordinated process involving equipment delivery, installation, testing, operation and post-event dismantling.

Upon engagement, the service provider will liaise with ACCU's designated contact person to agree on the technical requirements, equipment specifications, venue access arrangements, installation schedule and audiovisual connectivity requirements.

The service provider will transport and deliver the digital LED screen and all necessary accessories to Protea Hotel by Marriott, Kampala, and undertake installation, configuration and testing on the evening of 2nd December 2026. The testing will establish that the screen is properly installed, compatible with the required presentation equipment and functioning as expected before the Convention.

On 3rd December 2026, the service provider will provide a competent technical operator to manage the screen and offer on-site technical support from 8:00 a.m. to 5:00 p.m. The operator will work closely with ACCU's designated contact person and the event organisers to ensure the timely and appropriate display of presentations, videos and other digital content in line with the Convention programme.

The service provider will also promptly address any technical faults or operational challenges that may arise during the event. Upon completion of the Convention, the provider will dismantle and remove the equipment in coordination with ACCU and the venue management.

7.0 Key Deliverables:

1. One high-quality digital LED screen measuring 2 metres by 4 metres, together with all necessary accessories and supporting equipment, delivered to Protea Hotel by Marriott, Kampala.
2. A fully installed, configured and tested digital LED screen at the event venue by the evening of 2nd December 2026, ready for use during the Convention.
3. A functional digital LED screen, managed by a competent technical operator, with continuous on-site operation, maintenance and technical support throughout the Convention on 3rd December 2026, from 8:00 a.m. to 5:00 p.m.

4. The digital LED screen and all associated equipment safely dismantled, packed and removed from the venue after the Convention, in coordination with ACCU and the hotel management.

8.0 Timeframe:

No.	Activity	Timeframe	Responsibility centre
1.	Publication of the terms of reference	November 23rd, 2026	ACCU
2.	Delivery of quotations	November 26th, 2026	Service Providers
3.	Review of quotations	November 27th, 2026	ACCU
4.	Signing of contract	November 30th, 2026	Service Provider & ACCU
5.	Conducting of the assignment	December 3rd, 2026.	Service Provider

9.0 Qualifications:

The suitable Service Provider for this assignment should possess the following:

- Demonstrated capacity to provide a high-quality digital LED screen measuring 2 metres by 4 metres.
- Ability to deliver, set up, install and test the screen at Protea Hotel by Marriott Kampala, within the required timeframe.
- Availability of competent technical personnel to operate, maintain and provide on-site technical support throughout the Convention.
- Relevant experience in providing digital LED screen, audio-visual or related technical services for conferences, meetings or similar events.

10.0 Submission of Quotations:

Service providers who meet the above requirements should submit their technical and financial proposals to the Executive Director, Anti-Corruption Coalition Uganda on; info@accu.or.ug with a copy to; amarlon@accu.or.ug not later than November 26th 2026.