Strategic Alliance – Corporate Engagement in Start-up and Social Enterprise Incubation

PN: 12.1003.8-002.73

REQUEST FOR PROPOSAL

Assignment on series of awareness raising workshops and a conference about the initiatives under Strategic Alliance

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,
GIZ Office, 46, Paschimi Vihar, Vasant Vihar
New Delhi 110057, India

TITLE OF THE ASSIGNMENT	**Assignment on series of awareness raising workshops and a conference about the initiatives under Strategic Alliance**
TENDER NUMBER	
CONTRACT PERIOD	October 2017 – May 2018
DATE OF ISSUE	14.09.2017
CLOSING DATE	29.9.2017

Table of Contents

Section 1 — Letter of Invitation 4

Section 2 — Instructions to Consultants 5

1. Address, and formal requirements 5
2. The Technical Proposal 6
3. The Financial Proposal 6
4. Cost of preparing the bid 6
5. Material and Equipment 7
6. Formation of consortium 7
7. Modification/withdrawal of the bid 7
8. Other requirements 7
9. Data Sheet 8

Section 3: Terms of Reference 11

1. Background 11

The context 11

The Strategic Alliance 11

1. Objective 12
2. Methodology 13
3. Scope of Work 13
4. Deliverables 15
6. Eligibility criteria and Expertise / Skill sets required 16

Eligibility Criteria and Expertise / Skill Sets Required 16

Section 4: Technical Proposal – Standard Formats 20

Section 5: Financial Proposal: Standard Formats 24

Section 1 — Letter of Invitation

From:

Head of Procurement
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,
46, Paschimi Marg, Vasant Vihar
New Delhi 110057, India

To:

All Prospective Bidders

Dear Sir/Madam,

1. Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH together with Robert Bosch Engineering and Business Solutions Private Ltd. (RBEI), Reckitt Benckiser and Intellecap are implementing a programme on " Corporate Engagement in Start-up and Social Enterprise Incubation".
2. GIZ invites bids from reputed and experienced consultancy firms / universities / innovation agencies / eco-system players and similar organisations for providing the following services:
    a. Assignment on series of awareness raising workshops and a conference about the initiatives under Strategic Alliance
3. This RFP is available to all eligible prospective consulting firms / universities / innovation agencies / incubators / eco system players and similar organisations.
4. The RFP includes following documents:
   Section 1 - Letter of Invitation
   Section 2 - Instructions to Consultants
   Section 3 - Terms of Reference
   Section 4 - Technical Proposal - Standard Formats
   Section 5 - Financial Proposal – Standard Formats
5. GIZ reserves the rights to cancel / modify this tender without assigning any reasons.

Yours sincerely,

Section 2 — Instructions to Consultants

The Consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet, for consulting services required for this assignment.

1. **Address, and formal requirements**

Bids are to be sent to-
Head of Procurement
GIZ Office India
46, Paschimi Marg, Vasant Vihar
New Delhi 110057, India

Deadline for submission of bids: **5:30 pm, 29th September 2017**

The bids are to be sent in double envelopes. The inner envelope must be sealed and bear the following inscription:

Envelope 1

Financial Proposal for Consulting Services for "Assignment on series of awareness raising workshops and a conference about the initiatives under Strategic Alliance"
PN: 12.1003.8-002.73

Envelope 2

Technical Proposal for Consulting Services for "Assignment on series of awareness raising workshops and a conference about the initiatives under Strategic Alliance"
PN: 12.1003.8-002.73

The Outer envelope containing these two envelopes should be marked:

"Assignment on series of awareness raising workshops and a conference about the initiatives under Strategic Alliance"
PN: 12.1003.8-002.73

Not to be opened before (30th September 2017)

All copies of the bid must be submitted by courier/post/hand in letter form. The technical proposal shall be presented in electronic format – on separate CD/ pen drive duly labeled as such. The above formal requirements regarding envelopes and marking also apply to further copies of the bid.

2. The Technical Proposal

It should include detailed working concept which allows us to examine the technical aspects in light of the project objective (only in case, a detailed concept is not already given by GIZ). Also, if applicable, special tasks requested within the scope of the terms of reference (TOR). Technical proposals should be submitted in the following format using standard forms as outlined in **Section 4.**

1) Executive Summary
2) Profile
3) Relevant Experience
4) Technical Response
5) Description of the Team
6) Matters not appropriate in any other section

There should be no price information anywhere in the technical proposal document. Failure to comply will result in disqualification of the bid.

3. The Financial Proposal

Price quotation is to be submitted in a separate envelope together with your technical proposal and should be prepared using the Standard Formats as outlined in **Section 5**. It shall list all costs associated with the assignment, including (a) remuneration for staff, and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity.

4. Cost of preparing the bid

No remuneration will be granted for the preparation of the bid and the documents to be attached thereto. The bids, together with the attached documents, shall become the property of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, without entitlement to remuneration. A request that the first-ranked bidder present candidate staff

members previous to the awarding of the contract does not constitute grounds for a claim for reimbursement of related costs from the GIZ.

5. Material and Equipment

Details on the materials and equipment needed, generally to be procured by GIZ; the TORs for planned subcontracts, other measures as well as training planned for partner experts or staffs in the framework of preparation for the assignment are also to be provided, if needed.

6. Formation of consortium

Should you form a joint venture group or consortium, the bid must specify the members of this group/consortium and lead partner. Furthermore, the authorized representatives of the members are to be named. Furthermore, the members must declare that they are jointly and severally liable for the performance of the contract. The company shall also submit the following documents along with the technical proposal.

- Name of the lead partner (first party)
- Name of the firm with whom the consortium is formed
- Letter from second party accepting the terms of consortium

7. Modification/withdrawal of the bid

Adjustments to or withdrawal of bids are to be communicated in writing by post by the deadline for submission of bids. Subsequent adjustments or modifications to the bid, which can be submitted up to the deadline for submission of bids, shall also be subject to the requirements for sending in the bid. The front of the envelope is to be clearly marked as:

Adjustment to Financial Proposal or Technical Proposal for consulting services for "Assignment on series of awareness raising workshops and a conference about the initiatives under Strategic Alliance"
PN: 12.1003.8-002.73

8. Other requirements

Agreements with third parties in restraint of competition, which are to the disadvantage of GIZ, are not permissible and will lead to the bid not being considered.

The documents submitted in response to the request to bid shall be treated confidentially by yourself and may only be made available to third parties in connection with potential subcontractors in relation to your bid. Non-compliance may result in the bid not being considered.

9. Data Sheet

1.1	Name of the Client: **Deutsche Gesellschaft für Internationale Zusammenarbeit / German International Cooperation (GIZ)** Method of selection: **The eligibility of the bidders in terms of relevant experience/financial stability will be assessed. Refer Grid for assessing the eligibility of consulting firms. The bidders have to provide documentary proof to meet the required criteria. The documents can be sent alongwith technical proposal.** **The technical assessment of the proposals will be undertaken for the only bidders who qualify in eligibility grid as mentioned above. (Refer technical assessment grid).** **The project shall be awarded taking into account the evaluation the technical and financial proposal. However, the score obtained in the evaluation of technical proposal shall form basis for opening financial proposal. The financial proposal shall be evaluated, by the concerned commercial officer, only if the technical proposal has obtained minimum score of 500 points as set by the evaluation committee.** **The technical bid and price quotation are weighted at a ratio of 70:30 respectively.**
1.2	Financial Proposal to be submitted together with Technical Proposal: Yes Name of the assignment is: **"Assignment on series of awareness raising workshops and a conference about the initiatives under Strategic Alliance"**
1.3	Proposals must remain valid 60 days after the submission date, i.e. until: **29th December 2017**
2.1	All Clarifications required by bidders with reference to this RFP may be sent latest by **18th September 2017** on the email: gtzproc@giz.de . All such queries will be compiled and a consolidated reply will be sent to all the bidders by **19th September 2017**.
3.1	Proposals shall be submitted in the following language: **English**
3.2	Consultants may associate with other Consultants in a Consortia: **Yes**

3.2	The estimated number of calendar-months required is **7 months** from the date of contract signing
3.3	Training is a specific component of this assignment: **Yes**
3.4	Applicable Reimbursable Expenses *(if applicable)* (1) a per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office for purposes of the Services (2) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route (3) cost of investigations and surveys in field locations (4) cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of the Services (5) cost of printing and dispatching of the reports to be produced for the Services
3.5	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: **Yes** GST will be applicable as per prevailing tax law in India. As per Indian Tax Law, tax at source has to be deducted on payments to consultants, if such payments exceed Indian Rupees 30,000 p.a.
4.1	Consultant must submit the original and 1 copies of the Technical Proposal, and the original of the Financial Proposal Electronic copies of the Technical proposal in MS Word must also be submitted on a separate CD/ pen drive along with the hard copy proposals
4.2	The Proposal submission address is: Head of Procurement, GIZ Office India 46, Paschimi Marg, Vasant Vihar New Delhi 110057, India Proposals must be submitted no later than the following date and time: ***5:30 pm on 29th September 2017***

5.1 (a)	The number of points to be assigned to each of the staff positions or disciplines shall be determined considering the following sub-criteria and relevant points/ percentage weights: A. Grid for Assessing the Eligibility of Firms: Evaluation of the technical proposal on the basis of 1) Technical Experience 70% *2)* Regional Experience *30%* Total weight: 100% Please refer **Annex I** for detailed technical assessment grid of the offer
5.2	Financial quotes to be provided in Rupee
5.3	The overall weightage will be based on composite scoring (Technical and Financial) in the following ratios: Technical = 0.7 and Financial = 0.3
7.1	Expected date for commencement of consulting services: **16th October 2017**

Section 3: Terms of Reference

1. Background

The context

With the newly elected Government, start-up and enterprise promotion has become a new priority and a separate Ministry for Entrepreneurship has been established in May 2014. However, as a recent study by the Planning Commission highlights there are large gaps in the Indian start-up eco-system: Access to domestic capital and venture capital remains a challenge for start-ups and the current support and incubation system is not sufficient to strengthen entrepreneurship in the country. Currently, there are around 220 incubators in the country. Looking at the demand, incubation capacities need to increase to 1,000 incubators by the year 2020. A recent study by GIZ documents that incubation capacities are especially low where impact or social enterprises are active, in India's rural and underserved markets. Incubators are located mostly in the metros Delhi, Mumbai and Bangalore, which calls for more efforts to help incubators in significantly increasing their bandwidth and operations to other geographies.

Looking at international best practice, there is potential in involving the corporate sector in the start-up support system and in incubation. Corporates need to innovate in order to stay competitive. In India an increasing number of corporates is looking at the Middle Income or "Bottom of the Pyramid Market" (BoP) to explore new markets like sectors such as water, healthcare, food processing, safety, energy and transportation, etc. However, this segment is unknown to many corporates that aim to venture into these markets. Partnerships are needed to develop products and services for these markets. Partnering with start-ups and social enterprises is one potential for corporates to access new technologies and innovation, gain market understanding or find business and delivery partners.

Additionally, with the new Indian Companies Bill (2013) a condition for mandatory spending of 2% net profits by India's largest corporates on CSR-measures has been introduced. Supporting business incubators qualifies as CSR, offering a huge potential for the Indian start-up space. However, there are information asymmetries as corporates and incubators have difficulties finding each other. Corporates have little knowledge about which incubator incubates which technology; incubators have little understanding on how to approach corporates. While the interest of corporates and incubators is high, the value proposition on both sides in unknown to the other side.

The Strategic Alliance

While there is an interest to partner with incubators, there is no mechanism for corporates to find the right incubators and consequently start-ups. Those corporates engaged in start-up and social enterprise incubation follow an unsystematic approach, which is costly to them and might not achieve the expected results. A more systematic mechanism of how corporates can get engaged in incubation does

not yet exist. In addition, enterprises need to be handheld on how to work with corporates and what benefits and challenges can arise from such as partnership. To address this gap, GIZ, Bosch, RB and Intellecap have partnered in a Strategic Alliance under the develoPPP.de programme commissioned by the Ministry of Economic Cooperation and Development (BMZ) of the Federal Republic of Germany to offer a platform for a structured match-making.

The Strategic Alliance seeks to create a sustainable mechanism on how corporates can engage and financially contribute to supporting the start-up and social enterprise incubation system and partner with incubators, while at the same time getting access to innovation and business partners. The focus of the Alliance is on building partnerships with external partners and not on creating in-house incubation capacities. The Strategic Alliance has started in April 2015 and has undertaken several interventions, such as identifying innovative engagement mechanisms between corporates & incubators as well as corporates and start-ups, forging partnerships between corporates and incubators both financial and non-financial, running accelerator programmes, conducting demodays showcasing innovative start-ups to corporates and investors, Indo-German Bootcamps, etc.

1. Objective

In order demonstrate the learnings gained under the project, GIZ plans to host a series of awareness raising workshops/ roundtables and a final conference that will convene corporates, incubators, intermediaries, start-ups and social enterprises from across the country to exchange knowledge, practical experiences, best practices, lessons learned, challenges and outcomes on innovative engagement mechanisms between corporate & incubators as well as corporates & start-ups/ social enterprises and implementation of such initiatives.

The overall objective of these workshops and the conference is

a. To facilitate a collaborative knowledge network of corporates both business development units and CSR units, incubators/ intermediaries and start-ups/ social enterprises; and
b. To support the process of transformation in start-up and social enterprise incubation system

Additionally, GIZ seeks support in compiling all learnings gained during the project in practical case studies, small leaflets, etc. that could be shared during the workshops and through other channels in order to increase awareness on the importance of corporate engagement in startup incubation.

To successfully host such workshops/ roundtables as well as compile the desired information, GIZ is seeking support of a professional agency (herein referred to as consultant) with expertise in designing and delivering events during which people and/or organizations meet to present and exchange technical knowledge and/or develop collaborative processes and in compiling information and case studies that can be shared through different channels.

2. Methodology

The consultant can describe alternate methodologies for accomplishing the objective of the assignment then the one described below. This includes outlining the advantages of an alternative strategy, the methods proposed to use, and why.

3. Scope of Work

The assignment will be conducted by an external consultancy/ specialized agency. The assignment will be accomplished within 7 months from the date of award of work order.

The consultancy is expected to deliver the following outputs

1. Design & development of workshops/roundtables/conference

a) The consultancy shall design the workshop flow and methodology for 6 workshops / roundtables and the conference consisting of at least 5 sessions in close cooperation with GIZ.

b) The following are the proposed topics for each of the workshops basis the various initiatives undertaken under Strategic Alliance. However, the consultant is free to suggest additional topics of relevance:

- Dissemination of findings of the report on the innovative engagement mechanisms between corporates & incubators and corporates and start-ups/ social enterprises. The report has been finalized and will be made available in the public domain shortly; the workshop shall also capture innovative mechanisms developed under the strategic alliance between corporates and incubators, e.g. SIGMA accelerator programme set-up by GIZ in cooperation with Zinnov, Ericsson, Harman International and CITRIX; the initiative on structured matchmaking between corporates and incubators and the subsequent set up of the market place tool on the GoodCSR platform to facilitate corporate-incubator match making; etc. Target Group of the workshop shall be corporates & incubators.

- Sensitisation and dissemination of findings on the possibility of setting up a corporate revolving fund for incubation support as well as on how to support incubators as well as start-ups and social enterprises with corporate CSR funds. GIZ has developed a report outlining the possibilities to support incubators through CSR funds. The report has been finalized and will be made available in the public domain shortly. Target group of the workshop shall be corporate CSR heads.

- Dissemination of findings on partnership between a corporate and a social enterprise outlining the partnership model, approach used to partner, details on the results of the

pilot conducted as part of the proposed partnership; the partnership has been forged and the pilot has been conducted as part of the Strategic Alliance – a impact assessment study has also been conducted to measure the results of the pilot. Target group of the initiative shall be corporates and start-ups as well as intermediaries that could facilitate the partnership model.

- Facilitation of a dialogue between corporate business development and CSR departments to align priorities and provide an understanding of strategic importance of corporate engagement in start-up incubation to both departments. Target group shall be CSR and business development heads from corporates.

b) Design the detailed flow and session structures for 6 workshops/roundtables and the 1 day national level conference to close the project and disseminate the outputs of the project and to influence the actions of various stakeholders especially corporates. The conference shall be a full day event with at least 5 sessions (one or more sessions can run parallel) to discuss on the lessons learnt on the successful strategies to engage corporates in the start-up incubation space.

c) Present the final content, agenda, flow and methodology to GIZ staff and key stakeholders to ensure a successful outcome.

2. Facilitation of the workshops/conference & design of relevant material / publication

a) Engage experts (if required) for the delivery of the workshops and the conference on topics as identified above, in order to have effective delivery of the content. For the conference, identify at least 3 relevant international experts. The consultant shall budget the fee, flight cost, accommodation cost, etc. that may occur for the experts.

b) Mobilization of participants for the workshop and the conference is entirely the task of the consultant; GIZ, however, will provide access to its network.

c) Take up the overall pre-workshop and pre-conference organization (including logistic, travel management of speakers, the proceedings, AV, etc.) to guarantee a smooth flow of the events.

d) Lead and facilitate each of the 6 workshops in relevant cities with a high concentration of relevant corporates/incubators and other eco-system players. A minimum of 15 relevant participants are expected as part of each of the workshops. Each workshop shall be a minimum of 5h.

e) Lead and facilitate the entire national level conference either in Delhi or Bangalore with a high concentration of relevant corporates. A minimum of 120 participants are expected as part of the conference targeting at least 120 CXOs, CSR heads, Business Development Unit heads from bigger corporates apart from incubators and start-ups/ social enterprises and other relevant stakeholders.

f) Identify jointly with the GIZ team which initiatives shall be captured in case studies and fact sheets. Subsequently develop short case studies/ fact sheets (max. 4 pages) for each of the initiatives undertaken under the Strategic Alliance which could be distributed during the workshops/conference and be published through different channels.

g) The consultant shall publish at least three articles in a relevant media capturing the learnings of the Strategic Alliance.

h) Venue and all related logistics (catering, audio visuals, etc.) for the workshops is expected to be organized by the consultant. Travel costs have to be borne by the participants. The consultant can propose a location for the workshops. Selection of location will be in close cooperation with the GIZ team.

i) Post organisation of the workshops and the conference (including sharing material/ presentation with the participants, etc.).

3. Documentation

a) Design a methodology for collating feedback from workshop and conference participants during and after the event

j) The consultant shall develop a final narrative report after completion of programme with an assessment of the workshop's and conference's outcomes and recommendations for follow-up actions, a summary each workshop/ conference in a small report outlining the agenda, the workshop proceedings, participant details, learning, etc.; the report shall be of professional standard for publication and dissemination to participants, GIZ and other key stakeholders.

4. Deliverables

I. Design and Development of the workshops

a. Details on each of the workshops – theme, timeline, workplan with roles and responsibilities defined for each of the partners, list of potential participants (including all their details name, sector, e-mail, telephone, etc.) developed for each of the workshop

b. Marketing material/ Save the Date/ Agenda for each of the workshop is designed

c. Feedback collection format is designed

d. List of national and international experts for effective delivery of workshop/conference content

II. Material / Publication

a. Case studies/ fact sheet for the different initiatives undertaken under the strategic alliance are developed and designed for further distribution during the workshops (max. 4 pages). We expect it to be at least 8 case studies/ fact sheets that shall be captured.

b. 3 Articles are capturing the learnings of the Strategic Alliance are published through relevant media channels.

III. Facilitation of the workshops

a. 6 workshops with at least a total of 15 relevant participants each are conducted and a small report outlining agenda, workshop procedures, participant details, etc. is developed.

IV. Facilitation of the conference

a. 1 national level conference with at least 5 sessions and at least a total of 120 participants and a minimum of 30 corporates is conducted.

V. Documentation

a. Final narrative report with an assessment of the workshop's and conference's outcomes and recommendations for follow-up actions, a summary each workshop/ conference in a small report outlining the agenda, the workshop proceedings, participant details, learning, etc.; the report shall be of professional standard for publication and dissemination to participants, GIZ and other key stakeholders

VI. General

a. Inception report outlining a suitable workplan and time-bound milestones. Iterate the draft report with the GIZ and other strategic alliance partner. Finalize the report by incorporating changes recommended by GIZ and other strategic alliance partner.

5. GIZ involvement

GIZ is the main coordinator of the intervention. The contractor consults with the GIZ Coordinator in all phases of the implementation.

6. Eligibility criteria and Expertise / Skill sets required

The minimum eligibility criteria and the requisite expertise/skill sets required for the project are as follows:

Eligibility Criteria and Expertise / Skill Sets Required

a) The consultancy shall either be a

(i) trust registered under the Indian Trusts Act, 1882 or the Bombay Public Trusts Act, 1950 (or other applicable laws); or

(ii) a society registered under the Societies Registration Act, 1860 (or other applicable laws); or

(iii) a not-for profit company, incorporated under Section 8 under the Companies Act 2013/ Section 25 of the Companies Act, 1956 (or other applicable laws); or

(iv) a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956 / the partnership Act, 1932 or

(v) Research and Higher educational institutions

b) The average annual turnover for the last three financial years (last-but-four financial years can be included in case of invitation to tender held within six months of end of last financial year) must be at least EUR 100,000

c) Number of employees as of 31.12 of the previous year shall be at least 10

d) The consultancy should have undertaken similar practical oriented work for a minimum value of EUR 20,000 with a proof of projects undertaken.

e) The consultancy should have undertaken similar programmes in designing and facilitating collaborative workshops / conferences that bring together stakeholders from the start-up eco-system (corporates, incubators, start-ups). The consultant shall provide samples of prior successful work.

f) The consultancy must have established competencies in the field of start-ups, innovation, incubation, corporate engagement in start-up incubation and a strong network of corporates, start-ups and incubators. The consultants shall provide samples of prior successful work.

g) The consultancy shall have strong expertise in data collection, data analysis, methodology / framework and questionnaire development, report & case study writing, narrative reporting. The consultants shall provide samples of prior successful work.

h) The consultancy should have adequate manpower to work on short timelines with.

i) We assume that the assignment will be carried out by:

- 1 qualified Indian team lead, 2 mid-level experts and one junior expert with specific technical expertise in the relevant field.

1 Team Lead (32 home-days; 10.5 field-days)

- **Profile of the team lead:** The team leader should be an expert with good spoken and written English. The expert should have a minimum of 15 years of experience in corporate and /or start-up engagement, project management as well as strong experience in implementing/facilitating workshops and conferences with a strong focus on knowledge generation for corporates, start-ups or incubators. He/she should have a master degree in areas related to innovation, management, technology, communication or economics.

  The expert is expected to have comprehensive knowledge on the start-up space in India. He/ She is expected to have a strong network of the different stakeholders specifically corporates, start-ups and incubators. Strong analytical skills, excellent report writing and good communication skills are also required for this assignment.

1 Mid-level Resource Person (71.5 home-days; 14 field-days)

- **Profile of mid-level resource person**: The mid-level resource person should be an expert with excellent spoken and written English. The expert should have a university degree (Master) in an area related to innovation, management, technology or economics and minimum of 5 years of experience in the area of innovation, corporate engagement or start-ups. He/ She should have experience in conceptualization and facilitation of training workshops & conferences. He/ She should have a good network to corporates, incubators and start-ups. He/ She should also have the ability to moderate workshops/conferences and to deliver content. Ideally he/she has worked in a corporate working with start-ups and incubators or running an accelerator programme.

1 Mid-level Resource Person (19 home-days; 1 field-day)

- **Profile of mid-level resource person**: The mid-level resource person should be an expert with excellent spoken and written English. The expert should have a university degree (Master) in an area related to journalism, social science, innovation, management, etc. and a minimum of 5 years of professional experience in writing articles, case studies, narrative reporting, etc. for a news channel, magazine or newspaper. He / She should also have strong expertise in data collection & analysis, methodology / framework development and report/article writing. Excellent command over written English language is a must.

1 Junior-level Resource Person (126 home-days; 14 field-days)

- **Profile of Junior-level resource person:** The Junior-level resource person should be an expert with excellent spoken and written English. The expert should have a university degree (Master) in an area related to innovation, management, technology or economics and a minimum of 2 years of experience in facilitating workshops and conferences, mobilization of relevant stakeholders and a strong knowledge on developing the workshops flow (agenda), workplan with roles and responsibilities, coordination of the workshops, etc. Strong knowledge on data

collection, data analysis, empirical research, methodology, questionnaire development is a prerequisite. Very strong analytical skills, excellent report and good communications skills is also a must.

7. Publishing and Copyright

GIZ will own all copyright of the materials developed under this initiative and will be free to use it as deemed fit. The consultancy shall provide all contacts made during the course of the initiative and relevant for the project. The consultancy will be duly acknowledged in all reports and will also be free to use the document if and when it is made public by GIZ.

8. Reporting

- Meeting/discussion with GIZ representatives, and GIZ partners to clearly understand the broad requirement of the assignment and to design and plan the whole process
- Presentation and validation/discussion of the findings in a meeting/video-con/tele-con with GIZ
- Fortnightly update of project progress through telecom/skype call supported by email
- Final report incorporating the feedback of GIZ
- All deliverables will be submitted in electronic form through email

9. Time Schedule

The overall duration of the assignment is estimated to be 7 calendar months from the date of signing contract; however consultants are free to propose a shorter time frame.

Section 4: Technical Proposal – Standard Formats

With reference to brief guideline provided in section 2 of this RFP, consultants are expected to use the following recommended formats and number of pages for their technical proposals for any of the work packages.

1. **Executive Summary:**

Executive summary should capture important parts of your technical proposal including approach, timeline, milestones and staffing. Executive summary must be confined to maximum 5 pages.

2. **Profile**

2 page description of background, organisation and competencies of the consulting firms and each associate for this assignment

3. **Relevant Experience**

This section should contain project credentials of the bidder. This section should mention 3 most relevant experiences in each section and must not exceed 10 pages.

FORMAT FOR RELEVANT EXPERIENCE

Name of Assignment	Client (Including Contact Detail of person in charge)	Start/ End dates	Value (INR)	Role of the firm/short description
Selected Relevant projects-India				
Prior experience in designing and facilitating collaborative workshops / conferences that bring together stakeholders from the start-up eco-system (corporates, incubators, start-ups)				
Established competencies in the field of start-ups, innovation, incubation, corporate engagement in start-up incubation and a strong network of corporates, start-ups and incubators				
Strong expertise in data collection, data analysis, methodology / framework and questionnaire development, report & case study writing, narrative reporting				

4. Qualification to Terms of reference :

This section is intended to record understanding of the assignment and interpretation of the TOR and any observations/suggestions the bidder may have on the terms of reference. Facilities and support required/expected from counterpart should also be mentioned. Maximum number of pages to be used is 3.

5. Technical response

This section should define the approach, methodology, work plan including sub activities and deliverables and how the bidder intends to organise the project team to execute the engagement. Technical response must confine up to 30 pages and in following 3 sub sections.

1) Approach and methodology

Detailing out planned approach and methodology for carrying out the assignment to achieve the expected output

2) Work Plan including sub activities and Deliverables

Detailing out main activities, sub activities, duration, their interrelations, Milestones and linked deliverables. Work plan should be in consistence with approach and methodology and should break out the TOR in a feasible working plan.

3) Project Organisation

This should contain the project team organogram and brief profiles of project team personnel. Details of which tasks your home office will be undertaking within the scope of the project (backstopping) and the designation of a contact person at the Head Office who is responsible for the project, with his or her CV included. Earliest possible date for commencing the work, with alternatives where appropriate.

6. Description of the proposed team

1) Staffing

This section should contain the staffing table which indicates the name, firm, area of expertise, designation and task assigned to the professional staff as per the following format.

FORMAT FOR STAFF (CORE TEAM/FLEXIBLE) TASK ASSIGNMENTS

Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

2) *Schedule*

Staffing schedule (giving alternatives if necessary) with details of the personnel to be engaged in the home/field work with their person-days of involvement in the assignment as per the following format.

FORMAT FOR STAFFING SCHEDULE (Required only for the Core Team)

No.	Name of Staff	Description	Staff input (In number of Days)				Total Staff input (days)		
			1st Month	2nd Month	3rd Month	4th Month	Home	Field	Total
		Home (days)							
		Field (days)							

Staffing schedule should be specifically broken into Professional staff (International and Indian) and Support Staff.

3) *Curricula vitae (CVs)*

The CVs of the experts designated for the project are to be in tabular form and should cover the points given in the format. Each CV must confine to maximum 3 pages in the following format.

FORMAT FOR CVs FOR PROPOSED PROFESSIONAL (CORE TEAM/FLEXIBLE) STAFF

Name:	
Nationality:	
Designation:	
Proposed Position:	
Whether Employee of the Firm:	
Years with the Firm:	

Key Qualifications:	
Education:	
Recent Relevant Experience:	**<Project Title>** *<Designation in Project Team>* <Description of Role>

Record of Employment:		
From	**To**	**Designation & Name of Firm**

Languages Known:			
	Read	**Write**	**Speak**

4) *<u>Personnel Inputs and work plan</u> (Required only for the Core Team)*

This section should contain a GANNT chart mapping project phases, activities and sub activities, milestones and deliverables and person-days involvement of each project team member. There should be no price information in this table, only estimates of person-days of each consulting team member.

S. No.	Work-plan Activities	Team Member	Showing the completion of activities and involvement (maydays) of team member in respective cells				Remarks, If any
			Month 1	Month 2	Month 3	Month 4	

7. **Matters not appropriate in any other section**

Section 5: Financial Proposal: Standard Formats

Financial Proposal should be submitted with a covering letter clearly mentioning the validity of the quote for minimum 60 days and as per the following format for any of the work packages.

FORM 1: TOTAL COST SUMMARY

Description	Cost in INR
Professional Fee	
Reimbursable Fee	
Applicable Tax	
Total Cost	

FORM 2: FORMAT FOR STAFF INPUTS AND FEE RATES

Name	Description	No. Of Days	Daily Fee Rate in INR	Total Fee (No. Days x Fee)
Sub Total				
Tax				
Total				

FORM 3: FORMAT FOR PROJECTED REIMBURSABLE COST

Description	Number	Rate	Cost in INR
Vehicle hire /Local Transportation			
Airfare			
Accommodation			
Per diem for staff			
Others (please specify)			
Total			