Responsible Enterprise Finance

PN: 12.2138.1-001.00

REQUEST FOR PROPOSAL

Mapping of existing capacity building programs for women entrepreneurs in India

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,
GIZ Office, B 5/1, First Floor, Safdarjung Enclave
New Delhi 110029, India

TITLE OF THE ASSIGNMENT	**Mapping of existing capacity building programs for women entrepreneurs in India**
TENDER NUMBER	
CONTRACT PERIOD	July 2016 – August 2016
DATE OF ISSUE	07.06.2016
CLOSING DATE	28.06.2016

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Section 1 — Letter of Invitation

From:
Head of Procurement
German Development Cooperation
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,
GIZ Office, B 5/1, First Floor, Safdarjung Enclave
New Delhi 110029, India
To:
All Prospective Bidders
Dear Sir/Madam,

1. Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH along with SIDBI are conducting a program on " Responsible enterprise finance".
2. GIZ invites bids from reputed and experienced consultancy firms / universities / eco-system players and similar organisations for providing the following services:
    a. Study on mapping of existing capacity building programs for women entrepreneurs in India
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. A firm will be selected under **Single Stage- two envelop bid on Quality-cum-Cost Based Selection (QCBS)** Method and procedures described in this RFP, in accordance with the policies of GIZ.
6. 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. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant. Consultants are expected to familiarize themselves with conditions and take them into account in preparing their Proposals.

1. Address, and formal requirements

Bids are to be sent to-
Head of Procurement
GIZ Office India
B 5/1, First Floor, Safdarjung Enclave,
New Delhi 110 029

Deadline for submission of bids: 4:00 pm, 28th June 2016

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 "Mapping of existing capacity building programs for women entrepreneurs in India"
PN: 12.2138.1-001.00

Envelope 2

Technical Proposal for Consulting Services for "Mapping of existing capacity building programs for women entrepreneurs in India"
PN: 12.2138.1-001.00

The Outer envelope containing these two envelopes should be marked:

"Mapping of existing capacity building programs for women entrepreneurs in India"
PN: 12.2138.1-001.00

Not to be opened before (28th June 2016)

All copies of the bid must be submitted by courier/post/hand in letter form. The technical and financial proposal will also be presented in electronic format – on separate CD 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 authorised 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 formation of joint ventures with a company, also invited by GIZ to submit a bid (in a two stage bid process), requires the prior written consent of GIZ.

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 "Mapping of existing capacity building programs for women entrepreneurs in India"
PN: 12.2138.1-001.00

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: **Single stage- two envelop; Quality-cum-Cost Based Selection Method (QCBS)**
1.2	Financial Proposal to be submitted together with Technical Proposal: Yes Name of the assignment is: **"Mapping of existing capacity building programs for women entrepreneurs in India"**
1.3	Proposals must remain valid 60 days after the submission date, i.e. until: **23rd August 2016**
2.1	All Clarifications required by bidders with reference to this RFP may be sent latest by **10th June 2016** on the email: gtzproc@giz.de . All such queries will be compiled and a consolidated reply will be sent to all the bidders by **14th June 2016**.
3.1	Proposals shall be submitted in the following language: **English**
3.2	Consultants may associate with other Consultants in a Consortia: **Yes (desirable)**
3.2	The estimated number of calendar-weeks required is **6 weeks** from the date of contract signing
3.3	Training is a specific component of this assignment: **No**
3.4	Applicable Reimbursable Expenses (desk study) (1) cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of the Services (2) 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** Service tax 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 along with the hard copy proposals
4.2	The Proposal submission address is: Head of Procurement, GIZ, B-5/1 (2nd floor), Safdarjung Enclave, New Delhi 110 029 Proposals must be submitted no later than the following date and time: ***4:00 pm on 28th June 2016***
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 percentage weights: 1) Experience of the company 15% 2) Appropriateness of suggested concept and work plan 30% *(Points on this will be awarded taking into account the technical proposal and technical presentation – which may be required to be made to GIZ project team)* *3) Technical backstopping/ Knowledge management 10%* 4) Qualification of proposed staff 45% Total weight: 100% Please refer **annex I** for detailed technical assessment grid of the offer
5.2	Financial quotes to be provided in Euro
5.3	The weights given to the Technical and Financial Proposals are: Technical = 0.7 and Financial = 0.3 Total score for technical proposal will be sum of technical proposal and presentation both.

7.1	Expected date for commencement of consulting services: **11th July 2016**

Section 3: Terms of Reference

1. Background

The SIDBI-GIZ cooperation supported by the German Ministry of Economic Cooperation and Development (BMZ) aims to strengthen the enabling environment for a more responsible and sustainable financial system. Within this framework, the project is looking at strengthening the eco-system for women entrepreneurs to start and grow businesses.

Challenges for women entrepreneurs include access to education and training, legal and cultural barriers, infrastructure related challenges as well as access to capital. Enterprises started by women are often smaller and in the informal sector, and growth is often slower (Female Entrepreneurship Index: India ranked 70 out of 77 countries).

2. Objective of the assignment

In order to learn from best practices and take advantage of existing programs to develop and design further initiatives/ programs for women entrepreneurs, the study should identify and map all the existing capacity building programs in India specifically targeted at women entrepreneurs. This mapping should help in the development and design of further initiatives/ programs for women entrepreneurs.

3. 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 method proposed to use, and why.

4. Scope of the assignment is divided into the following Tasks

The assignment will be conducted by an individual consultant/ external consultancy/ market research company/ specialized agency. The assignment will be accomplished within 6 weeks from the date of award of work order. The assignment shall be sector agnostic and focus on mapping relevant capacity building programs targeted at women entrepreneurs in India. The mapping should serve as a ready reference to identify certain programs to have a closer look at.

The methodology that will be used to conduct the study will include desk research including review of existing literature, reports, journals and relevant data from the websites of the implementation

agencies. In case of major gaps in the data from secondary sources, the consultant/ consultancy will conduct primary interviews with organizations that offer capacity building programs to the women entrepreneurs.

The consultant/ consultancy will be expected to deliver the following outputs:

1. **Map out capacity building programs supporting women entrepreneurship that are being carried out in India, and supported by:**

    i. Public sector organizations (with focus on national and regional government programs);

    ii. International Organizations, Donors, Multilaterals, or Bilaterals

    iii. Private organizations, specifically corporate bodies; and,

    iv. NGOs

In addition, the mapping should identify the key University Departments, Think Tanks and other Research Institutes working on women economic empowerment/ Women's Entrepreneurship, and include all organisations dedicated to supporting women entrepreneurship or women economic empowerment in an Annex in an appropriate structure.

2. **Identify the type of capacity building programs offered to the women entrepreneurs in India through review of existing literature and relevant data and if required short phone interviews; programs can include the following but not limited to:**

    i. Business management training

    ii. Technical training

    iii. Market development training

    iv. Training on financial literacy

    v. Product development training

    vi. Training on enterprise management

    vii. Training on sources of funding

    viii. Training on creation of market linkages

    ix. Training on legal aspects

3. **Provide a brief, comparable overview of the programmes by collecting the following information for each program**

    i. General information:

a. Title and description of the program

b. Year of implementation

c. Geography of implementation

d. Target group/ Eligibility criteria

e. Training methodology (identification of how the program supports women entrepreneurs) – direct training to women entrepreneurs or through training of trainers

f. Total cost of the program and source of funds

g. Management of the program, stakeholders involved

h. Modalities of implementation

i. Duration of the program

j. Number and background of trainers

k. Frequency of visits/supervision by trainers

l. Cost of such a program for an entrepreneur, if any

m. Reason for success or failure (discontinuation) of the program

n. Contact Person

ii. Information on beneficiaries of the program

a. Number of actual and potential users including disaggregated by specific module, if program has different capacity building modules

b. Type of business activity and sectors

c. Average years in existence of user enterprises

d. Average size of enterprises

e. Dropout rates

4. Identify and collect existing capacity building materials, if available in public domain or from organisations conducting the capacity building

5. Deliverables

The deliverables will include:

1. Inception report with details on the methodology to conduct the mapping exercise

2. A suitable workplan and an outline of time-bound milestones
3. A questionnaire that will guide the research and interviews with the organizations that have capacity building programs supporting women entrepreneurship
4. A draft report encapsulating existing capacity building programs for women entrepreneurs in India, that will be reviewed and validated by the GIZ staff, and
5. Final report incorporating the feedback of GIZ
6. Existing capacity building material in public domain/ obtained from organisations

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:

1. The consultant/ consultancy should have undertaken similar practical research oriented work for a minimum period of 5 years along with the list of reports generated and have a good network in the sector
2. The consultant/ consultancy should have adequate bandwidth to work on short timelines with
    i. Documented minimum experience of 5+ years of having dealt with projects in the areas of entrepreneurship, women economic empowerment, market assessment, developing/ reviewing capacity building programs
    ii. Sound understanding of programs related to MSMEs, entrepreneurship specifically women entrepreneurs in government and donor agencies as well as corporate bodies in India.
    iii. Strong analytical and scientific skills, excellent report writing and communications skills
    iv. Past experience of the consultant/ consultancy in working for GIZ on similar assignments are an added advantage

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 the study 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 6 weeks from the date of signing contract; however consultants are free to propose a shorter time frame.

10. Payment Schedule

The payment schedule for this assignment is 40% advance, and 60% at the end of the contract period.

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. **Profile**

Max 2 page description of background, organisation and competencies of the company and each associate for this assignment

2. **Relevant Experience**

This section should contain project credentials of the bidder. This section should mention 5 most relevant experiences and must not exceed 5 pages.

FORMAT FOR RELEVANT EXPERIENCE

Name of Assignment	Client (Including Contact Detail of person in charge)	Start/ End dates	Value (INR/Euro)	Role of the firm/short description
Selected Relevant projects-Global				
Selected Relevant projects-India				

3. 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.

4. Technical response

This section should define the approach, methodology, work plan and deliverables and how the bidder intends to organise the project team to execute the engagement. Technical response must confine up to 10 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.

5. 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 well as mandays as per the following format.

FORMAT FOR STAFF (CORE TEAM/FLEXIBLE) TASK ASSIGNMENTS

Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned	Man days

2) *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.

FORMAT FOR CVs FOR PROPOSED PROFESSIONAL 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**

6. **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
Please specify, if any:			
Total			

FORM 4: COST BREAK UP* ACCORDING TO THE MAJOR DELIVERABLES (As Outlined in TOR)

Deliverables (As Outlined In TOR)	Consulting Fee	Reimbursable Fee	Total Amount in INR

***This would form the basis of payment in case of unfulfilled tasks and partial delivery**

Annex I: Technical Evaluation Grid

Technical Assessment Grid of Offers (AURA)

Section	**Mapping of existing capacity building programs for women entrepreneur in India**	Project Short Title	**Responsible Enterprise Finance**	Date	**May 31st, 2016**
AV				PN	**12.2138.1-001.00**
Assessor	**Katharina Kuehn/ Priyanka Kohli**			VN	**VN**
Version	**Individual assessment/Overall assessment**				

			Company 1		**Company 2**		**Company 3**		**Company 4**		**Company 5**	
	(1) Criteria	(2) Weighting in %	(3) points (max.10)	(4) assessment (2)x(3)	(3) points (max.10)	(4) assessment (2)x(3)	(3) points (max.10)	(4) assessment (2)x(3)	(3) points (max.10)	(4) assessment (2)x(3)	(3) points (max.10)	(4) assessment (2)x(3)
1.	**Experience of the Company**											
1.1	Technical Experience (state relevant sectors)											
	• Doc. exp. in practical research oriented work and professional network in the sector	6										
	• Documented minimum experience of 5+ years of having dealt with projects in the areas of entrepreneurship, women economic empowerment, market assessment, developing/ reviewing capacity building programs	5										
	• Exp. in methodology development, data collection & analysis & deriving at logical conclusion; exp. in scientific & qualitative research,	4										

	study/report writing											
1.2	Regional Experience (state country/region)											
	India											
Total 1		**15**										
2.	**Appropriateness of suggested concept and work plan**											
2.1	Interpretation of objectives	6										
2.2	Strategy (technical concept/alternative concepts)	11										
2.3	Implementation methods: Management of cooperation's, Steering structure, Processes, Learning and Innovation	8										
2.4	Work schedule and time schedule	5										
2.5	Monitoring and evaluation concept											
Total 2		**30**										
3.	**Technical backstopping / Knowledge Management**											
3.1	Staff and backstopping conception (incl. Capacity Works)	5										
3.2	Knowledge and information management	5										
Total 3		**10**										
4.	**Consideration of local resources**											
5.	**Qualification of proposed staff**											
5.1												
5.1.1	General qualification											
5.1.2	Specific qualification											
	- special field											
	- management experience											
	- ability to work in a team											
5.1.3	Regional experience / Knowledge of country											
5.1.4	Language skills											
	English											

Subtotal 5.1												
5.2	Senior Level Resource											
5.2.1	General qualification											
	Edu. (master) in management, social sciences, technology, economics	2										
	Prof.exp (10 yrs) in proj. man., capacity building progr. Related to MSMEs specifically women entrepreneurs, women economic empowerment	8										
5.2.2	Specific qualification											
	- special field											
	Exp. in the areas of entrepreneurship, women economic empowerment, market assessment, developing/ reviewing capacity building programs	9										
	- management experience											
	- ability to work in a team											
5.2.3	Regional experience / Knowledge of country											
5.2.4	Language skills											
	English	1										
Subtotal 5.2		**20**										
5.3	Expert 3: Mid-level Resource Person											
5.3.1	General qualification											
	Edu.(master) in innovation, management, technology, economics	2										
	Prof. exp. (5yrs) in programs related to capacity building of MSMEs, market assessment, entrepreneurship, women economic empowerment	5										
5.3.2	Specific qualification											
	- special field											
	'Exp. on data collect & analysis, emp. research, method. approach & questionnaire develop	6										
	strong expertise in assessment and profiling of organizations, report	6										

	writing											
	- ability to work in a team											
5.3.3	Regional experience / Knowledge of country											
	India											
5.3.4	Language skills											
	English	1										
Subtotal 5.3		**20**										
5.4												
5.4.1	General qualification											
5.4.2	Specific qualification											
	- special field											
	- ability to work in a team											
5.4.3	Regional experience / Knowledge of country											
5.4.4	Language skills											
Subtotal 5.4												
5.5	Composition of the team	5										
Total 5.		**45**										
Grand Total	**100**	**100**										
	Assessment in %											
	place											
6.	**Special advantages / risks (see extra page)**											
	place											